



**MAHARASHTRA NATURAL
GAS LIMITED**

**Tender for Underwriting Group Personal Accident (GPA)
Policy for MNGL employees.**

Bid No.: MNGL/CP/2025-26/08



MAHARASHTRA NATURAL GAS LIMITED

(A joint venture of GAIL(India) Ltd & BPCL)

**CNG & CITY GAS DISTRIBUTION PROJECT
FOR PUNE**

**Bid document for
Underwriting Group Personal Accident (GPA) Policy for MNGL
employees.**

**UNDER OPEN DOMESTIC COMPETITIVE BIDDING
(THROUGH E-TENDERING MODE)**

Bid Document No.: MNGL/CP/2025-26/08 Dt: 09.04.2025.



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PART A

1. INVITATION FOR BIDS (IFB)



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INVITATION FOR BIDS (IFB)

BID DOCUMENT NO.: MNGL/CP/2025-26/08

Date: 09.04.2025

M/s Maharashtra Natural Gas Ltd., Pune invites online bids (Technical & Financial) **UNDER SINGLE 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/2025-26/08 dated 09.04.2025.
Item(s)	Tender for Underwriting Group Personal Accident (GPA) Policy for MNGL employees.
Type of Bid	Open Domestic Competitive Bidding
Earnest Money / Bid Security	Not applicable
Bid Security Validity	Not applicable
Tender Fee ((Non-refundable)	Not applicable
Bid Validity	4(four) months from the bid due date
Pre-bid meeting date and time	Not applicable
Bid Submission at	https://etenders.gov.in
Bid submission due date and time	<u>16.04.2025 till 15:00 Hrs. IST</u>
Techno-commercial and Price bid opening date and time	17.04.2025 at 15:00 Hrs. IST
Address for submission of EMD / Bid Security and venue for pre-bid meeting and opening of bids	Deputy Manager (C&P) C&P Department, Maharashtra Natural Gas Limited, Pride Purple Coronet, 2 nd Floor, Baner Road, Baner, Pune – 411045
Contact details	Telephone: +91 (20) 25611190/1157 Email: gasaid@mngl.in / balakrishna.thatikonda@mngl.in
Bidder Evaluation Criteria	Evaluation shall be done on overall L-1 basis to the purchaser

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.

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.



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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.

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 have 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 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 – Not Applicable for this tender

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.



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- 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

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 – Not Applicable
- ii) Bid Security – Not Applicable
- iii) Performance Security (Contract Performance Bank Guarantee) – Not Applicable
- 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) The Bidder is not put on Black / holiday list by MNGL / MoP&NG / Oil Public Sector Enterprise(s).
- 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.

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

Balakrishna Thatikonda
Deputy Manager (C&P)

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.



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PART B

2. INSTRUCTIONS TO BIDDERS (ITB)



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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.



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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.
- 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 favourite' 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.



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SUBMISSION OF BIDS:

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



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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 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



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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 Bidder

2.1 Insurance companies having valid registration with Insurance Regulatory Development Authority (IRDA) are eligible for bidding the subject tender.

- 2.2 Bidders shall, as part of their bid, submit duly executed written power of attorney, authorizing the signatory of the bid to bind the bidder.
- 2.3 This Invitation for Bids is open to any bidder and to pre-qualified bidders in case of limited tender.
- 2.4 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/ Consultant for the contract.
- 2.5 The bidder shall not be under a declaration of ineligibility by Employer for corrupt or fraudulent practices as defined in ITB.
- 2.6 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 / consultant shall be final and binding on the bidder.
- 2.7 **The Bidder is not put on Black / Holiday list by MNGL / MoP&NG / Oil Public Sector Enterprise(s).**

3. Bid Eligibility Criteria and Bid Evaluation Criteria: - As specified in scope of work

4. Bids from Consortium – Not applicable



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5. One Bid per Bidder

5.1 A firm shall submit only one bid in the same bidding process. 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.

5.2 More than one bid means bid(s) by bidder(s) having same Proprietor / Partners / Limited Liability Partner in any other bidder(s). Further, more than one bids shall also include two or more bidders having common power of attorney holder.

Failure to comply this clause during tendering process will disqualify all such bidders from process of evaluation of bids.

5.3 Alternative Bids shall not be considered.

5.4 The provisions mentioned at Sl. No. 5.1 and 5.2 shall not be applicable wherein bidders are quoting for different Items / Sections / Parts / Groups / SOR items of the same tender which specifies evaluation on Items / Sections / Parts / Groups / SOR items basis.

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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B. BIDDING DOCUMENTS

8. Content of Bidding Document

- 8.1 The Bidding Documents/ Tender Documents are those stated below and should be read in conjunction with any addenda issued in accordance with ITB Clause 10.
- 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 of the bid documents may notify the Owner and / or the Consultant as the case may be, in writing or by cable (hereinafter, the term 'cable' is deemed to include electronic mail and facsimile) at the address indicated in the tender. The Owner / Consultant will respond in writing to any request for clarification of the bid documents which it receives after issue of the bid documents but prior to at least one (01) working day before the pre-bid meeting date. Owner will not entertain any queries received after 18:00 Hrs post one (1) day of pre-bid meeting. Written copies of the Owner's/ Consultant's response (including an explanation of the query but without identifying the source of inquiry) will be hosted on CPPP's e-procurement website <https://etenders.gov.in> and MNGL website along with the corrigendum before the bid due date. All such clarifications issued shall deem to form a part and parcel of the Bid documents.

Any Clarification or information required-by the bidder but same not received by the Employer, one (01) working day prior to the pre-bid meeting date, the same is liable to be considered as no clarification/information required.

10. Amendment of Bidding Documents

- 10.1 At any time prior to the bid due date, the PURCHASER may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents, by issuing addenda.
- 10.2 Any addendum / corrigendum / clarifications to bidders query thus issued shall be part of the bidding documents pursuant to ITB Clause 8.0 and shall be hosted on the on website www.mngl.in and CPPP's e-tendering website before bid due date. All the prospective bidders who have attended the Pre-Bid meeting / submitted bid document fee, shall be informed by email / post about the addendum / corrigendum / clarifications to bidders query for their reference. Bidders desirous to submit its bid have to take into consideration of all the addendum(s) / corrigendum (s) / clarifications to bidders query hosted on the above websites before submitting the bid.
- 10.3 Bidders are advised to visit MNGL's websites and CPPP's e-tendering website from time to time to get updated information / documents.



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- 10.4 In case of any inconsistency between an addendum and this tender document, the addendum shall prevail and in similar case between two or more addenda, the last issued addendum shall prevail.
- 10.5 The Purchaser may, at its discretion, extend the bid due date in order to allow prospective bidders, a reasonable time to furnish their most competitive bid taking into account the addenda / corrigenda issued.



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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 of the following components that are required to be provided on the e-tendering portal:

12.1.1 Technical cover:

Scanned documents (duly signed by the authorized signatory) to be uploaded by the bidder on the portal as per list below:

- i) Valid Registration Certificate from IRDA
- ii) Bidder's general / details information as per format F-1.
- iii) Bidder's financial details as per format F-3A.
- iv) Letter of Authority as per format F-5.
- v) Confirmation of no deviation as per Format F-6.
- vi) Tender Acceptance Letter as per format in tender document
- vii) Undertaking for Land Border as per format in tender document
- viii) Power of Attorney in favour of person(s) signing the bid.
- ix) Any other information / details required as per bid document.

12.1.2 Financial cover:

Price bid SOR as per prescribed format on the e-tender portal.

- 12.2 All the documents submitted shall be duly signed and stamped on each page by the bidder or an authorized signatory of the bidder.
- 12.3 Bidders are advised to submit quotations based strictly on the terms and conditions and specifications contained in the bid document and not stipulate any deviations. Should it, however, become unavoidable, deviations should be stipulated only in the prescribed Pro forma. Owner reserves the right to evaluate quotations containing deviations having financial implications after adding the cost for such deviations as determined by Owner.
- 12.4 Original schedule of rates duly filled in shall not contain any condition whatsoever. Any condition given in this part shall not be considered and shall render the offer liable for rejection.



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- 12.5 All signatures in bids shall be dated, as well as all pages of bids shall be initialed at lower right-hand corner by the Bidder or by a person holding power of attorney authorizing him to sign on behalf of the bidder before the submission of bids.
- 12.6 The Bidder's bid is central to the evaluation and selection process. Therefore, it is important that the Bidder carefully prepares the bid and answers all questions completely. Missing information and vague answers may delay the evaluation of a bid and may impair the Bidder's chances of success.
- 12.7 Information received by Purchaser from the Bidder will be disclosed to Purchaser's employees and/or advisers or external consultants for the purpose of evaluating the bid response.
- 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, Goods & Service 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.
- 14. Bid Currencies**
- 14.1 The Prices should be quoted in **INR** only
- 15. Bid Validity**
- 15.1 Bids shall be kept valid for 4 (four) months 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 – Not Applicable**
- 17. Pre-Bid Meeting – Not Applicable**
- 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.
- i) Do not meet BEC Criteria – Not Applicable
 - ii) Bid Security – Not Applicable
 - iii) Performance Security (Contract Performance Bank Guarantee) – Not Applicable
 - iv) Delivery Period



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- 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) The Bidder is not put on Black / Holiday list by MNGL / MoP&NG / Oil Public Sector Enterprise(s).
- 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.

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 release payment through Online / Cheque / NEFT / RTGS payable at par in case work is awarded to bidder.

21. Agent/ consultant/ Representative/ Retainer/ Associate - VOID



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D. SUBMISSION OF BIDS

22. DEADLINE FOR SUBMISSION OF BID

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

23. LATE BIDS

Any Bid Security / EMD received by the Purchaser after the deadline for submission of bid may render the bid to be declared "Late" and such bid is liable for rejection; such EMD may be returned unopened to the bidder at the sole discretion of the Purchaser.

24. MODIFICATION AND WITHDRAWAL OF BIDS

- 24.1 The bidder may modify or withdraw its bid after the bid submission, but, before the due date of submission as per provisions provided on the e-tendering portal. After the bid due date & time however, no modifications whatsoever are allowed in the bid.
- 24.2 No bid shall 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. In case of request in written by the authorized signatory for withdrawal of a bid during this interval, the Bidder's bid security shall be forfeited.



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E. BID OPENING AND EVALUATION

25. Bid Opening

- 25.1 The Purchaser will open all bids on the e-tendering portal in the presence of bidder(s) representatives who choose to attend, at the time, on the date and place (as specified in IFB). The bidder(s) representatives, who are present, shall sign an attendance sheet evidencing their attendance, if so required by the Purchaser.
- 25.2 The Bidder's names and the presence or absence of requisite Bid Security (EMD) and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for bids without EMD.
- 25.3 Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Bidder's specific attention is drawn to this stipulation to enable the representative of the Bidder at the bid opening time to bring out to the attention for the Purchaser any documents pertaining to its bid is not being acknowledged and relevant portions read out.
- 25.4 The Purchaser will prepare a bid opening statement to be signed by all representatives present during bid opening.

26. Process to be Confidential

- 26.1 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.

27. Contacting the Employer

- 27.1 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.
- 27.2 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.

28. Examination of bids and Determination of Responsiveness

- 28.1 Prior to the detailed evaluation of bids, the Employer will determine whether each bid.
- a) meets the Bid Evaluation Criteria.
 - b) has been properly signed.
 - c) is accompanied by the required securities.
 - d) is substantially responsive to the requirements of the bidding documents; and
 - e) provides any clarification and/ or substantiation that the Employer may require to determine responsiveness pursuant to Sub-Clause 28.2.
- 28.2 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.



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- a) that affects in any substantial way the scope, quality, or performance of the Works.
- b) that limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the bidder's obligations under the contract; or
- c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

28.3 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.

29. Opening Of Price Bid

29.1 In case of two-part bidding, the Bidders whose bids are found substantially responsive shall be invited to attend the opening of price bid. Such bidders may be required to attend the price bid opening at a short notice. The place, date and time of price bid opening will be informed to all such Bidders. The Bidder's representatives who are present shall sign a register evidencing their attendance.

29.2 The bid prices stated in the price schedules will be announced during price bid opening.

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:

- a) where there is a discrepancy between the amounts in words and in figures, the amount in words will govern; and
- b) 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

32. Evaluation and Comparison of Bids

32.1 The evaluation and comparison of bids will be done on overall L-1 basis to the purchaser.

33. Preference for Domestic Bidders - VOID

34. Purchase Preference - VOID

35. Compensation for extended stay - Not Applicable



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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/ Service Order will constitute the formation of the Contract.
- 38.2 Delivery / completion period shall be counted from the date of notification of award / 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.

40. Contract Performance Security – Not Applicable

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.



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- 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 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



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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 shareholders 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;
- 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.

43. Failure by the contractor to comply with the provisions of the contract

43.1 If the CONTRACTOR refuses or fails to execute the WORK or any separate part thereof with such diligence as will ensure its completion within the time specified in the CONTRACT or extension thereof or fails to perform any of his obligation under the CONTRACT or in any manner commits a breach of any of the provisions of the



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CONTRACT it shall be open to the EMPLOYER at its option by written notice to the CONTRACTOR:

a) TO DETERMINE THE CONTRACT in which event the CONTRACT shall stand terminated and shall cease to be in force and effect on and from the date appointed by the EMPLOYER on that behalf, whereupon the CONTRACTOR shall stop forthwith any of the CONTRACTOR's work then in progress, except such WORK as the EMPLOYER may, in writing, require to be done to safeguard any property or WORK, or installations from damage, and the EMPLOYER, for its part, may take over the work remaining unfinished by the CONTRACTOR and complete the same through a fresh contractor or by other means, at the risk and cost of the CONTRACTOR, and any of his sureties if any, shall be liable to the EMPLOYER for any excess cost occasioned by such work having to be so taken over and completed by the EMPLOYER over and above the cost at the rates specified in the schedule of quantities and rate/prices.

b) WITHOUT DETERMINING THE CONTRACT to take over the work of the CONTRACTOR or any part thereof and complete the same through a fresh contractor or by other means at the risk and cost of the CONTRACTOR. The CONTRACTOR and any of his sureties are liable to the EMPLOYER for any excess cost over and above the cost at the rates specified in the Schedule of Quantities/ rates, occasioned by such works having been taken over and completed by the EMPLOYER.

43.2 In such events of Clause 43.1(a) or (b) above.

a) The whole or part of the Contract Performance Security furnished by the CONTRACTOR is liable to be forfeited without prejudice to the right of the EMPLOYER to

recover from the CONTRACTOR the excess cost referred to in the sub-clause aforesaid, the EMPLOYER shall also have the right of taking possession and utilizing in completing the works or any part thereof, such as materials equipment and plants available at work site belonging to the CONTRACTOR as may be necessary and the CONTRACTOR shall not be entitled for any compensation for use or damage to such materials, equipment and plant.

b) The amount that may have become due to the CONTRACTOR on account of work already executed by him shall not be payable to him until after the expiry of Six (6) calendar months reckoned from the date of termination of CONTRACT or from the taking over of the WORK or part thereof by the EMPLOYER as the case may be, during which period the responsibility for faulty materials or workmanship in respect of such work shall, under the CONTRACT, rest exclusively with the CONTRACTOR. This amount shall be subject to deduction of any amounts due from the CONTRACT to the EMPLOYER under the terms of the CONTRACT authorized or required to be reserved or retained by the EMPLOYER.

43.3 Before determining the CONTRACT as per Clause 42.1(a) or (b) provided in the judgement of the EMPLOYER, the default or defaults committed by the CONTRACTOR is/are curable and can be cured by the CONTRACTOR if an



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opportunity given to him, then the EMPLOYER may issue Notice in writing calling the CONTRACTOR to cure the default within such time specified in the Notice.

- 43.4 The EMPLOYER shall also have the right to proceed or take action as per 42.1(a) or (b) above, in the event that the CONTRACTOR becomes bankrupt, insolvent, compounds with his creditors, assigns the CONTRACT in favour of his creditors or any other person or persons, or being a company or a corporation goes into voluntary liquidation, provided that in the said events it shall not be necessary for the EMPLOYER to give any prior notice to the CONTRACTOR.
- 43.5 Termination of the CONTRACT as provided for in sub-clause 42.1(a) above shall not prejudice or affect their rights of the EMPLOYER which may have accrued up to the date of such termination.

44. Termination of contract

44(A) TERMINATION OF CONTRACT FOR DEATH:

If the CONTRACTOR is an individual or a proprietary concern and the individual or the proprietor dies or if the CONTRACTOR is a partnership concern and one of the partner dies then unless, the EMPLOYER is satisfied that the legal representative of the individual or the proprietary concern or the surviving partners are capable of carrying out and completing CONTRACT, he (the EMPLOYER) is entitled to cancel the CONTRACT for the uncompleted part without being in any way liable for any compensation payment to the estate of the diseased CONTRACTOR and/or to the surviving partners of the CONTRACTOR'S firm on account of the cancellation of CONTRACT. The decision of the EMPLOYER in such assessment shall be final and binding on the parties. In the event of such cancellation, the EMPLOYER shall not hold the estate of the diseased CONTRACTOR and/or the surviving partners of the CONTRACTOR'S firm liable for any damages for non-completion of CONTRACT.

44(B) TERMINATION OF CONTRACT IN CASE OF LIQUIDATION / BANKRUPTCY ETC.

If the Contractor shall dissolve or become bankrupt or insolvent or cause or suffer any receiver to be appointed of his business of any assets thereof compound with his Creditors, or being a corporation commence to be wound up, not being a member's voluntary winding up for the purpose of amalgamation or reconstruction, or carry on its business under a Receiver for the benefits of its Creditors any of them, EMPLOYER shall be at liberty:-

To terminate the contract forthwith upon coming to know of the happening of any such event as aforesaid by notice in writing to the Contractor or to give the Receiver or liquidator or other person, the option of carrying out the contract subject to his providing a guarantee up to an amount to be agreed upon by EMPLOYER for due and faithful performance of the contract.

- 44(C) In case of termination of CONTRACT herein set forth (under clause 42.0) except under conditions of Force Majeure and termination after expiry of contract, the CONTRACTOR shall be put under holiday [i.e. neither any enquiry will be issued to the



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party by Maharashtra Natural Gas Limited against any type of tender nor their offer will be considered by MNGL against any ongoing tender (s) where contract between MNGL and that particular CONTRACTOR (as a bidder) has not been finalized] for three years from the date of termination by Maharashtra Natural Gas Limited to such CONTRACTOR.

44(D) Termination for convenience

MNGL may by written notice sent to contractor, 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.

45. Additions to GCC

i) In case of range of variation up to inclusive of range of +50% & -50% no increase and' or decrease shall be applicable in Schedule of Rates.

ii) Abnormally High Rated Item (AHR):

In items rate contract where the quoted rates for the item, exceed 50% of the owners' estimated rates, such items will be considered as Abnormally High Rates Items (AHR) and payment of AHR items beyond the BOQ stipulated quantities shall be made at the least of the following rates:

1. Rates as per BOQ, quoted by the Contractor.

2. Rate of the item, which shall be delivered as follows:

- a) Based on rate of machine and labor as available from the contract (which is including 15% cover towards contractor's profit overhead and other expenses).
- b) Based on prevailing market rate of machine materials and labor plus 15% to cover contractors' profit, overhead and other expenses, when the rates are not available in the contracts.

iii) Notwithstanding the provisions contained in Clause (ii) above, MNGL would have the right to negotiate all such AHR items before the award of the work.



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PART B
**3. ANNEXURES TO INSTRUCTIONS TO
BIDDERS (ITB)**



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CONTENTS

SR. NO.	ANNEXURE	DESCRIPTION
1)	ANNEXURE - I	: NOT APPLICABLE
2)	ANNEXURE - II	: LIST OF FORMATS (F-1 TO F-6)
3)	ANNEXURE - III	: FORMAT FOR TENDER ACCEPTANCE LETTER
4)	ANNEXURE - IV	: NOT APPLICABLE
5)	ANNEXURE - V	: NOT APPLICABLE
6)	ANNEXURE - VI	: NOT APPLICABLE
7)	ANNEXURE - VII	: NOT APPLICABLE
8)	ANNEXURE -VIII	: UNDERTAKING ON LETTERHEAD (FOR LAND BORDER WITH INDIA)



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ANNEXURE – II: LIST OF FORMATS

CONTENT

Sr. No.	Description
1)	F-1 : Bidder's General Information
2)	F-2 : Not Applicable
3)	F-3 : Not Applicable
4)	F-3A : Financial Detail
5)	F-4 : Not Applicable
6)	F-5 : Letter of Authority
7)	F-6 : No Deviation Confirmation



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F-1

BIDDER'S GENERAL INFORMATION

To
M/s Maharashtra Natural Gas Limited
Pride Purple Coronet, 2nd 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)



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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.

Bidder must submit CA Audited (with UDIN No) Financial Year wise Statements supporting above.

(SEAL AND SIGNATURE OF BIDDER)

(*) To be filled by Employer



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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, 2nd 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.

 MAHARASHTRA NATURAL GAS LIMITED	Tender for Underwriting Group Personal Accident (GPA) Policy for MNG employees. Bid No.: MNG/CP/2025-26/08
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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:

SR. 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.

NOTE - In case of no exceptions / deviations, bidder needs to mention "No Deviations" in above table. Blank table with sign and stamp of the bidder to be presumed as "No Deviations" taken by the bidder.

Name Of Bidder : _____

Signature of Bidder : _____
& Seal



**MAHARASHTRA NATURAL
GAS LIMITED**

**Tender for Underwriting Group Personal Accident (GPA)
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ANNEXURE – III: FORMAT FOR TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date: _____

To,
M/s Maharashtra Natural Gas Limited
Pride Purple Coronet, 2nd 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/ MNGL/MoP&NG/Oil Public Sector Enterprise(s) undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that 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)



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**ANNEXURE – VIII: UNDERTAKING ON LETTERHEAD
(For Land Border with India)**

To,
M/s Maharashtra Natural Gas Limited,
Pride Purple Coronet, 2nd 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: {Signature of Authorised Signatory of Bidder}

Date: Name:

Seal: Designation:



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PART C
**4. SPECIAL CONDITIONS OF CONTRACT
(SCC) & SCOPE OF WORK (SOW)**



**MAHARASHTRA NATURAL
GAS LIMITED**

**Tender for Underwriting Group Personal Accident (GPA)
Policy for MNGL employees.**

Bid No.: MNGL/CP/2025-26/08

SPECIAL CONDITIONS OF CONTRACT & SCOPE OF WORK

1.0 Special Conditions of Contract (SCC)

1.1 General:

The Special Conditions of Contract shall be read in conjunction with the General Terms & Conditions of Contract, Schedule of rates, specifications, and any other documents forming part of contract, wherever the context so requires.

Notwithstanding the sub-division of the documents into these separate sections and volumes, every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the CONTRACT so far as it may be practicable to do so. Where any portion of the General Terms & Conditions of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract, unless a different intention appears, the provisions of the Special Conditions of Contract shall be deemed to over-ride the provisions of the General Terms & Conditions of Contract and shall to the extent of such repugnancy, or variations, prevail. Wherever it is mentioned in the specifications that the SERVICE PROVIDER shall perform certain WORK or provide certain facilities, it is understood that the SERVICE PROVIDER shall do so at his cost and the VALUE OF CONTRACT shall be deemed to have included cost of such performance and provisions, so mentioned.

- (i) **Eligible Bidders:** Insurance companies having valid registration with Insurance Regulatory Development Authority (IRDA) are eligible for bidding the subject tender.
- (ii) **Scope of Coverage:** Insurance provider to provide Group Personnel Accident (GPA) Policy for Employees of MNGL.
- (iii) **Period of Coverage:** The period of aforesaid Insurance coverage shall be for a period of 1 year i.e. from 26.05.2025 to 25.05.2026. However, insurance policy in this regard will be renewed/issued on annual basis.
- (iv) **Sum insured:** As per Scope of Insurance Coverage
- (v) **Previous Claims Data:** Not available as no claims were filed in last 5+ years
- (vi) **During the coverage period, number of employees/ beneficiaries may change on account of appointment, resignation, superannuation, etc. Accordingly, MNGL will provide data with regard to manpower at the end of each calendar month latest by 10th day of the following month. Accordingly, premium amount shall be proportionately adjusted. Sum insured may be revised at the discretion of MNGL during the currency of the policy with pro-rata adjustment/payment of premium.**



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1.2 Other Conditions

- (i) The entire scope of coverage as specified in the Bidding Document shall be treated as Insurance Contract.
- (ii) The bidder shall quote the Base premium rates against respective areas of coverage for respective sum insured as per format of price Schedule. The total premium will be inclusive of all expenditures to be incurred by the bidders viz. applicable taxes, duties, Goods & service tax, surcharge, administrative expenses, stamp duty and other expenses. As such no expenditure other than those quoted in the SOR will be paid by MNGL on any account for the defined scope of coverage.
- (iii) Base premium rate to be quoted by the bidders will be in Indian Rupees only on firm price basis and shall remain valid during the currency of the policy.
- (iv) All employees shall be covered under the policy irrespective of their age/ gender/ grade/ years of service/ place of posting (India & Abroad) without any medical test/ history.
- (v) Claims for which all the relevant documents have been provided by MNGL is to be settled by the insurance provider within 30 days of receipt of the documents.
- (vi) The terms & conditions of cover and the wordings of the policies, warranties and clauses should be strictly in line with IRDA provisions & draft policy issued by IRDA time to time. Bidders are required to quote for entire scope of insurance cover as mentioned in the bid document.
- (vii) Bidder is further required to give detailed plans with regard to administration and operation of the scheme in terms of accounts, addition/deletion of claims, etc. In absence of these documents, the quotation is liable to be rejected summarily without any reference to the bidder.
- (viii) WHENEVER ANY NEW EMPLOYEE JOINS THE ORGANIZATION INITIATION TO THAT EFFECT SHALL BE GIVEN BY AUTHORIZED PERSON OF THE COMPANY AND INSURANCE COVERAGE FOR THE NEW JOINEE SHOULD START FROM DAY ONE. THE UNCONDITIONAL COMPLIANCE TO THE ABOVE WOULD BE A PREREQUISITE. SUBJECTIVE/PART COMPLIANCE SHALL BE LIABLE FOR REJECTION OF THE BID.

2.0 Scope of Insurance Coverage

2.1 Scope:

Following insurance policy is required to be underwritten:

- 1) Group Personnel Accident (GPA) policy for employees of MNGL.



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2.2 Excess:

The rates quoted should be with minimum excess as stipulated in the tariffs. The details w.r.t. the quantum of the minimum excess should be mentioned in the quotation.

2.3 Evaluation:

You are requested to give your proposal in terms of rate and the detailed calculation of the premium. Any applicable discounts should also be specifically mentioned and included in the calculations. Any inclusions and exclusions are also to be specified. The offers will be evaluated considering the quoted rates and discounts on overall basis for the policy mentioned in the Scope above.

In case more than one bidder quotes same rates and emerge as L-1 bidders, insurance shall be underwritten from the bidder having highest turnover in the preceding 3 audited financial years.

Certification:

The proposal should be sent along with a certification that the quotations sent by them are as per the Tariff and there is no violation of the tariff provisions whatsoever. In case of any violation of the tariff provision by the insurance company in the above proposal, MNGL shall not be liable / responsible for any differential premium. Also, there should not be any adverse impact on the settlement of the claims, if any. However, in case there is any downward movement of the tariff provisions which are applicable to MNGL, the insurance company would ensure that the same is passed on to MNGL, at the earliest. Deviation to this is liable for the rejection of the bids.

Please also note that any conditional offer will not be entertained and will be liable to be rejected. Any change to premium rates, discounts and terms and conditions, subsequent to submission of bids will be liable for rejection.

a. Group Personnel Accident (GPA) policy for employees of MNGL, Pune

The following coverage is required for the above:

- i) Death
- ii) Total irrecoverable loss
- iii) Permanent/ Total Disablement
- iv) Temporary/ Total Disablement with weekly compensation @0.1% of sum assured; and,
- v) Reimbursement of expenses for carriage of dead body, if any up to 2% of sum assured.



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b. Capital Sum Insured

The capital sum insured will be as decided in respect of all eligible employees as under.

Grade	Sum insured
S1 to S5	45 Lakhs
M0 to M3	55 Lakhs
M4 to M6	55 Lakhs
M7 to M10	60 Lakhs

c. The Group Personal Accident policy should be from Pune based Insurance company / branch only

d. Employee grade wise list is as under:

SR. No.	EMP NO	NAME	GRADE	DEPARTMENT	SUM ASSURED
1	8	Anand Jain	M7	CRM & RRM	6000000
2	9	Vasudev Gursali	M3	PNG	5500000
3	13	Chandrakant Mohite	M5	O&M	5500000
4	18	Sandeep Srivastava	M8	Projects & Planning	6000000
5	21	Kartik Tikoo	M6	CRM	5500000
6	23	Ganesh Said	M7	C & P	6000000
7	25	Amit Mittal	M5	R & RM	5500000
8	26	Nilesh Ingole	M5	Fire & Safety	5500000
9	27	Jitendra Patil	M0	O&M	5500000
10	32	Priyanka Tara	M5	Marketing & Strategy & CA	5500000
11	34	Sagar Varma	M8	Fire & Safety	6000000
12	40	Anand Thool	M5	Projects & Planning	5500000
13	41	Shatrunjay Kumar Singh	M10	Projects & Planning	6000000
14	42	Aditya Ramdasi	M5	Projects & Planning	5500000
15	45	Amol Hatti	M7	Business Development	6000000



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16	47	Raghunath Jahagirdar	M2	Marketing & Strategy & CA	5500000
17	48	Vikas Chauhan	M4	O&M	5500000
18	51	Umesh Jhadav	M6	O&M	5500000
19	52	Mukunda Nage	M4	PNG	5500000
20	58	Neeraj Bohra	M4	C & P	5500000
21	59	Gajanan Patil	S5	O&M	4500000
22	60	jitendra More	S5	O&M	4500000
23	61	Hanmant Pawar	S4	O&M	4500000
24	62	Yogesh Rahane	S4	O&M	4500000
25	64	Mayuresh Ganu	M8	Finance & Accounts	6000000
26	66	Lokesh Solanki	M4	HR	5500000
27	67	PrashantVeer Singh	M4	O&M	5500000
28	68	Tarun Kumar	S4	HR	4500000
29	70	Ritesh Ingole	M6	PNG	5500000
30	72	Sujit Ruikar	M9	Marketing & Strategy & CA	6000000
31	73	Sachin Kale	M7	HR	6000000
32	75	Rajneesh Verma	M2	Marketing & Strategy & CA	5500000
33	77	Prasad Gulavani	M3	Marketing & Strategy & CA	5500000
34	78	Pooja Dharmadhikari	M0	PA	5500000
35	80	Farhana Shaikh	M2	CRM	5500000
36	82	Santosh Jore	S5	IT	4500000
37	83	Santosh Wagh	M4	Projects & Planning	5500000
38	84	Lekha Nair	M4	PA	5500000
39	85	Prateek Jain	M3	PNG	5500000
40	87	Harshad Kulkarni	M4	Finance & Accounts	5500000
41	94	Nikita Sardesai	M4	Finance & Accounts	5500000
42	96	Rahul Dhanorkar	M7	I & C Projects	6000000
43	98	Vaibhav Upadhyay	M4	Projects & Planning	5500000
44	99	Abhishek Rajemahadik	M3	Projects & Planning	5500000
45	112	Neha Sathaye	M2	Finance & Accounts	5500000
46	115	Shantappa M. K.	M3	Projects & Planning	5500000
47	117	Omprakash Nayak	M5	O&M	5500000
48	120	Sagar Dongare	M3	Projects & Planning	5500000



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49	127	Sachin Kulkarni	M5	IT	5500000
50	129	Pravin Gaikwad	M6	Marketing & Strategy & CA	5500000
51	130	Mayur Patil	M2	Projects & Planning	5500000
52	132	Manik Kadam	M9	O&M	6000000
53	133	Santosh Joshi	M2	C & P	5500000
54	134	Bhartendra Singh	M5	Projects & Planning	5500000
55	137	Ram Ambre	M2	Projects & Planning	5500000
56	140	Aniket Kachare	M2	PNG	5500000
57	141	Amol Vaidya	M2	PNG	5500000
58	144	Abhijit Warad	M2	PNG	5500000
59	150	Megha Kadam	M2	Business Development	5500000
60	151	Arti Dhamane	M2	PNG	5500000
61	154	Sachin Jadhav	M2	O&M	5500000
62	155	Kedar Mane	M2	O&M	5500000
63	156	Abhijit Mane	M2	Projects & Planning	5500000
64	157	Shreya Prabhudesai	M2	CS	5500000
65	163	Santosh Buera	M2	O&M	5500000
66	164	Kavita Sadaphule	M3	C & P	5500000
67	165	Rupesh Patil	M2	I & C Projects	5500000
68	167	Mahesh Tupare	M2	O&M	5500000
69	170	Vaishali Ghuge	M2	HR	5500000
70	171	Prathmesh Sarode	M1	HR	5500000
71	173	Seema Nimbalkar	M2	HR	5500000
72	178	Kirti Sagar Das	M1	O&M	5500000
73	182	Renuka Nair	M6	Finance & Accounts	5500000
74	188	Sagar sadaphule	M1	Projects & Planning	5500000
75	189	Omkar Dubal	M2	PNG	5500000
76	190	Abhijit Milmlile	M2	O&M	5500000
77	191	Amol Gaidhankar	M1	O&M	5500000
78	192	Sagar Dhaygude	M2	Marketing & Strategy & CA	5500000
79	194	Tejasvi Kerzare	M1	PNG	5500000
80	195	Rohan Warkari	M2	Marketing & Strategy & CA	5500000
81	196	Tejal Deshmukh	M2	I & C Projects	5500000
82	197	Akash Shinde	M2	Projects & Planning	5500000



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83	198	Om Ugale	M2	PNG	5500000
84	199	Nitin Wagh	M2	Projects & Planning	5500000
85	200	Prashant Khandade	M2	PNG	5500000
86	201	Bhupendra Bhujade	S3	R & RM	4500000
87	204	Sachin J Jadhav	S3	R & RM	4500000
88	208	Chandrashekhar Pise	M6	O&M	5500000
89	209	Rohit Ahire	M4	O&M	5500000
90	212	Chetan Kumar Parmar	M3	O&M	5500000
91	213	Veerraju Gummella	M4	O&M	5500000
92	216	Neelabh Narayan	M1	IT	5500000
93	217	Sanjay Kumar Sen	M1	Marketing & Strategy & CA	5500000
94	220	Kailas Palhal	M1	IT	5500000
95	221	Amol Ugalmugale	M3	Projects & Planning	5500000
96	225	Samir Pawar	M4	HR	5500000
97	228	Supriyo Karmakar	M1	O&M	5500000
98	229	Datttray Gundu	M1	O&M	5500000
99	230	Sunil Patil	M1	PNG	5500000
100	231	Amol Gaikwad	M1	O&M	5500000
101	232	Suraj Chavan	M1	Projects & Planning	5500000
102	234	Sachin More	M1	Projects & Planning	5500000
103	235	Mangesh Pawar	M1	Marketing & Strategy & CA	5500000
104	236	Lokesh Sarode	M1	PNG	5500000
105	237	Surendran A	M1	Projects & Planning	5500000
106	238	Rohini Shinde	M1	Marketing & Strategy & CA	5500000
107	239	Shubham Verma	M1	Marketing & Strategy & CA	5500000
108	243	Paresh Khakare	M1	Projects & Planning	5500000
109	245	Rutuja Hulbutte	M1	Business Development	5500000
110	246	Sanjni Mehrotra	M1	Marketing & Strategy & CA	5500000
111	249	Sarathy M.K	M8	Finance & Accounts	6000000
112	250	Vijay Meshram	M4	O&M	5500000
113	251	Sujit Bele	M1	PNG	5500000



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114	254	Rahul Kulape	M1	Marketing & Strategy & CA	5500000
115	256	Sardar Padwal	M4	O&M	5500000
116	257	Abhijit Patil	M1	Projects & Planning	5500000
117	258	Ankit Tiwari	S2	C & P	4500000
118	260	Supriya Kerkatta	M1	Marketing & Strategy & CA	5500000
119	261	Shubodeep Karmakar	M1	O&M	5500000
120	265	Akshay Girme	M1	C & P	5500000
121	269	Amith Kalekar	M1	O&M	5500000
122	270	Anil Joshi	M1	Finance & Accounts	5500000
123	271	Ashwin Vaidya	M1	R & RM	5500000
124	273	Iranna Wajravad	M2	O&M	5500000
125	274	Shikha Palsule	M3	Legal	5500000
126	275	Dheeraj Kumar	M4	Projects & Planning	5500000
127	276	Jaisal Singh Rajawat	M2	Projects & Planning	5500000
128	277	Rishabh Chauhan	M1	Projects & Planning	5500000
129	278	Akash Mishra	M1	Projects & Planning	5500000
130	279	Prashant Shamrao Gadakh	M1	Projects & Planning	5500000
131	280	Surjeet Singh	M1	Projects & Planning	5500000
132	281	Atul Khanna	M1	Projects & Planning	5500000
133	282	Akshay Fokane	M1	Projects & Planning	5500000
134	283	Shubham Bhandarkar	M1	Projects & Planning	5500000
135	284	Dinesh Kumar Sharma	M1	Projects & Planning	5500000
136	285	Aditya Upreti	M1	O&M	5500000
137	287	Rakesh Gaur	M1	Projects & Planning	5500000
138	288	Ajam Khan	M1	Projects & Planning	5500000
139	290	Prathmesh Pangare	M1	Fire & Safety	5500000
140	296	Gautam Kumar Sinha	M6	Marketing & Strategy & CA	5500000
141	297	Manikanta Dachepalli	M1	Projects & Planning	5500000
142	298	Vijetha Karnati	M1	Projects & Planning	5500000
143	299	Abhijith D C	M1	O&M	5500000
144	300	Akash Kirtane	M1	O&M	5500000
145	302	Viraj Pagare	M1	Fire & Safety	5500000



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146	303	Saransh Dubey	M1	Marketing & Strategy & CA	5500000
147	306	Divyanshu Meena	M1	Fire & Safety	5500000
148	307	Satish Bondili	M1	Fire & Safety	5500000
149	309	Chaitanya Bolli	M1	Projects & Planning	5500000
150	310	Swapnil Gaikwad	M1	Projects & Planning	5500000
151	312	Sahil Shahare	M1	Projects & Planning	5500000
152	313	Bhaskar Gurumurthy	M1	Marketing & Strategy & CA	5500000
153	314	Rutuja Paygude	M1	CSR	5500000
154	316	Parag Kasliwal	M1	O&M	5500000
155	317	Shanshank Pandey	M0	Fire & Safety	5500000
156	318	Shashank Shekhar	M0	Fire & Safety	5500000
157	319	Krushna Talmale	M0	Fire & Safety	5500000
158	320	Swapnil Gurav	M4	O&M	5500000
159	321	Rajeev Kumar	M2	Fire & Safety	5500000
160	322	Anupam Shukla	M2	O&M	5500000
161	323	Balakrishna Thatikonda	M2	Contract & Procurement	5500000
162	324	Srinivas Orsu	M2	O&M	5500000
163	325	Datttray Sirsat	M2	O&M	5500000
164	326	Prem Jadhav	M3	Business Development	5500000
165	327	Pradeep Arora	M6	Internal Audit	5500000
166	328	shubham tiwari	M2	Fire & Safety	5500000
167	329	Sourabh Chouhan	M2	Fire & Safety	5500000
168	330	Rakesh Dahare	M4	Fire & Safety	5500000

3.0 Payment Terms:

100% (Hundred Percent) payment shall be released within 45 days after submission of Invoice & necessary documents, certified by the Officer In Charge (OIC).



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PART D

5. SCHEDULE OF RATES (SOR)



MAHARASHTRA NATURAL
GAS LIMITED

Tender for Underwriting Group Personal Accident (GPA)
Policy for MNGL employees.

Bid No.: MNGL/CP/2025-26/08

SCHEDULE OF RATES (SOR)

“Schedule of Rates (SOR) / BOQ is enclosed on e-tendering portal
<https://etenders.gov.in> “

Note:

- a. Evaluation shall be done on overall least cost basis to the MNGL & order will be placed on the lowest bidder(s) only.
- b. Quoted unit rates shall be inclusive of all other charges except GST.
- c. Allowed decimal points in unit rate shall be up to 2 (two) decimal points. Unit rate quoted in negative shall lead to rejection of the bid.
- d. Taxes & Duties if any shall be indicated clearly in your quotation and total amount should be inclusive of all taxes etc.
- e. *"Prices quoted shall be inclusive of all taxes / duties and nothing extra shall be payable by the owner except for statutory variation in Goods & service tax rate during the contractual period. Bidder shall note that any error in estimating these taxes & Duties (GST) will be to Bidder's Account".*

Seal & Signature of Bidder