



**MAHARASHTRA NATURAL
GAS LIMITED**

**Tender for Rate contract for the period of 2 (Two) years for
appointment of agency for providing Watch and Ward
Services at Ramanagara GA of MNGL.**

Bid No.: MNGL/CP/2025-26/30



MAHARASHTRA NATURAL GAS LIMITED

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

CNG & CITY GAS DISTRIBUTION PROJECT FOR PUNE

**Bid document for
Rate contract for the period of 2 (Two) years for
appointment of agency for providing Watch and Ward
Services at Ramanagara GA of MNGL.**

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

Bid Document No.: MNGL/CP/2025-26/30 Dt: 06.06.2025.



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PART A

1. INVITATION FOR BIDS (IFB)



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INVITATION FOR BIDS (IFB)

BID DOCUMENT NO.: MNGL/CP/2025-26/30

Date: 06.06.2025

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/2025-26/30 dated 06.06.2025.
Item(s)	Tender for Rate contract for the period of 2 (Two) years for appointment of agency for providing Watch and Ward Services at Ramanagara GA of MNGL.
Type of Bid	Open Domestic Competitive Bidding
Time Schedule	As per Scope of Work of tender document
Earnest Money / Bid Security	Rs. 1,50,000/- in the form of Demand Draft / BG / Online through e-portal to be in favour of "Maharashtra Natural Gas Ltd." payable at Pune.
Bid Security Validity	6(SIX) months from bid due date
Tender Fee ((Non-refundable)	Not applicable
Bid Validity	4(four) months from the bid due date
Pre-bid meeting date and time	Thursday, 12.06.2025 - 11:00am – 12:00pm Google Meet joining info Video call link: https://meet.google.com/nes-wprx-rqs
Bid Submission at	https://etenders.gov.in
Bid submission due date and time	<u>20.06.2025 till 15:00 Hrs. IST</u>
Techno-commercial bid opening date and time	23.06.2025 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	Deputy Manager (C&P Department) Maharashtra Natural Gas Limited, Pride Purple Coronet, 2 nd Floor, Baner Road, Baner, Pune – 411045
Contact details	Telephone: +91 (20) 25611157/1190 Email: balakrishna.thatikonda@mngl.in / gasaid@mngl.in
Bid Eligibility Criteria and Bid Evaluation Criteria	As per Annexure – I to IFB



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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.

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

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, 2nd Floor, Baner Road, Baner, Pune – 411045.



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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.

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.



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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
- ii) Bid Security
- iii) Performance Security (Contract Performance Bank Guarantee), 10% 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) 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.
- 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

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 A

**2. BIDDERS ELIGIBILITY CRITERIA (BEC)
AND
BIDDER EVALUATION CRITERIA
(ANNEXURE - I to IFB)**



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ANNEXURE-I to IFB

BIDDER'S ELIGIBILITY CRITERIA

1. BRIEF PROJECT DETAILS

Maharashtra Natural Gas Limited (**MNGL**) is a joint venture company of M/s. GAIL (India) Limited & M/s. Bharat Petroleum Corporation Limited (BPCL). MNGL has been set up to distribute natural gas for household / commercial sectors including setting up CNG filling stations for vehicle in Pune, Nashik-Dhule & Sindhudurg, Nanded-Parbhani-Buldhana Geographical Area in Maharashtra, Nizamabad in Telangana & Ramanagara in Karnataka.

2. BRIEF SCOPE OF WORK

This tender deals with **Rate contract for the period of 2 (Two) years for appointment of agency for providing Watch and Ward Services at Ramanagara GA of MNGL**

Manpower Requirement:

Sr No	GA	Manpower Category	Manpower Req (Nos)	Manpower Req for 2 years (Man-months)
1	Ramanagara	Security Guard (Unarmed Ex-Servicemen)	8	192

3. BIDDER'S ELIGIBILITY CRITERIA:

The following are the BEC parameters: -

A. BEC – Technical:

- A.1 Bidder must have executed a **single order of minimum value of Rs. 19 Lakhs** for providing Watch and Ward Services in the last 5 years prior to the final bid due date for qualification.

NOTE:

A Job executed by a Bidder for its own plant/ project cannot be considered as experience for the purpose of meeting BEC of the tender. However, jobs executed for Subsidiary/Fellow subsidiary / Holding company will be considered as experience for the purpose of meeting BEC subject to submission of tax paid invoice(s) duly certified by Statutory Auditor of the Bidder towards payments of statutory tax in support of the job executed for Subsidiary/Fellow subsidiary/ Holding company. Such Bidders to submit these documents in addition to the documents specified to meet BEC.

Documents required for Technical Criteria of BEC:

In support of this, bidder has to submit a copy of Work Order / Letter of Award / Letter of Acceptance along with completion / execution certificate issued by Client. The work completion letter should show the total executed value of the contract.



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

B. BEC – Financial:

B.1 Turnover:

The bidder should have achieved a **minimum annual turnover of Rs. 19 Lakhs** in any one of the last 3 (Three) audited financial years i.e. 2022-23, 2023-24 and 2024-25.

B.2 Net worth:

Net worth must be positive as per the last audited financial statement i.e. for the year 2024-25.

B.3 Working Capital:

The bidder should have a **minimum working capital of Rs. 3.8 Lakhs** as per the latest audited balance sheet i.e. for the year 2024-25.

NOTE:

In case bidder quotes for more than one Geographical Area, the requirement of Working Capital shall be on cumulative basis for the quoted Geographical Area(s).

If the bidder's working capital is inadequate, the bidder should supplement this with a letter from the bidder's bank, having a net worth of not less than Rs. 100 crores, confirming the availability of a line of credit to cover the inadequacy of the previous year and meet the current working capital requirement.

Bidder must submit documentary evidence such as balance sheet & Profit & Loss A/c Statement for the last three audited financial years i.e. 2022-23, 2023-24 and 2024-25 in support of the above.

If the audited financial results of the immediately preceding financial year i.e. 2024-25 are not available, then the audited financial results of the year immediately prior to 2024-25 i.e. 2023-24 shall be considered for calculation of Net Worth and Working Capital and Audited Financial Results of the year 2021-22, 2022-23 & 2023-24 shall be considered for calculation of Annual Turnover as specified at Cl. B of BEC-Financial Criteria.

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



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3.0 EVALUATION AND AWARD OF WORK:

Evaluation shall be done **on overall L-1 rate basis to the purchaser** and order shall be placed on L-1 bidder(s) accordingly.

NOTE: In case of tie for L-1 bidder, the order shall be placed on the bidder having highest turnover during the preceding 3 Financial Years i.e. 2022-23, 2023-24 and 2024-25.



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PART B

3. INSTRUCTION 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/e procure/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/e procure/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 Bidders shall, as part of their bid, submit duly executed written power of attorney, authorizing the signatory of the bid to bind the bidder.
- 2.2 This Invitation for Bids is open to any bidder and to pre-qualified bidders in case of limited tender.
- 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/ Consultant 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 / consultant shall be final and binding on the bidder.
- 2.6 **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: -

3.1 Technical Criteria - As per Annexure – I of IFB

3.1.1 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.



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3.2 Financial Criteria - As per Annexure – I of IFB

3.2.1 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/ Consultant for the contract.

3.2.2 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 **(UDIN from CA is compulsory on financial document)** along with the bid, to justify meeting the stipulated qualification criteria. In absence of requisite documents as stated above, MNGL reserve the right to reject the bid without making any reference to the bidder

3.3 Evaluation Criteria - As per Annexure – I of IFB

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. 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.

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.



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- 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.



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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.mnpl.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 MNG 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) Covering Letter for Bid (Annexure VII - Submission of Bid).
- ii) Duly Signed Annexure I to IFB (BIDDERS ELIGIBILITY CRITERIA).
- iii) Duly filled and signed Format F-4 with scanned copy of Bid Security / EMD payment details or MSME Certificate
- iv) Document for qualification of BEC - Technical.
- v) Document for qualification of BEC - Financial (Duly filled and signed Format F-3 with CA Audited FY wise Statements with UDIN No)
- vi) Line of credit in case of Negative Working Capital
- vii) Duly filled Annexures I to VIII
- viii) Duly filled Formats F-1 to F-9
- ix) Power of Attorney in favour of person(s) signing the bid.
- x) Addendum, Corrigendum and Other Documents if any.
- xi) Copy of GST Certificate and PAN Card.
- xii) Copy of PF and ESIC Registration Certificates.
- xiii) Cancelled Cheque / Bank Mandate.
- xiv) Any other information / details required as per bid document.

12.1.2 Financial cover:

- i) Schedule of Rates (SOR) / BOQ 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



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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.
- 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.



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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.

- 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

- 16.1 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



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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 may be rejected by MNGL as nonresponsive.
- 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.
- 16.7 The bid security may be forfeited:
- a) If a bidder withdraws his bid during the period of bid validity.
 - b) in the case of a successful bidder, if the bidder fails:
 - i) to accept the Notification of Award/Service Order (SO) or
 - ii) to furnish Contract Performance Security in accordance with Clause-40.
 - iii) 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 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.



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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
 - ii) Bid Security
 - iii) Performance Security (Contract Performance Bank Guarantee), 10% 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) 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.
 - xvii) 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 release payment through Online / Cheque / 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 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 - 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.
- 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

- 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.



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40.2 The contract performance security shall be for an amount equal to 10% of the annualized value of the contract / order value 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 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



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- 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:
- An entity incorporated, established or registered in such a country; or
 - A subsidiary of an entity incorporated, established or registered in such a country; or
 - An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - An entity whose beneficial owner is situated in such a country; or
 - An Indian (or other) agent of such an entity; or
 - A natural person who is a citizen of such a country; or
 - 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:
- 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—
 - "Controlling ownership interest" means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company;
 - "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;
 - 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;
 - 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;
 - 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;
 - 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



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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 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.



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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 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 deceased CONTRACTOR and/or to the surviving partners of the CONTRACTOR'S firm on account of the cancellation of



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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 or 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 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:



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- 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

4. ANNEXURES TO INSTRUCTIONS TO BIDDERS (ITB)




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CONTENTS

SR. NO.	ANNEXURE	DESCRIPTION
1)	ANNEXURE - I	: BID EVALUATION CRITERIA
2)	ANNEXURE - II	: LIST OF FORMATS (F-1 TO F-10)
3)	ANNEXURE - III	: FORMAT FOR TENDER ACCEPTANCE LETTER
4)	ANNEXURE - IV	: COMMERCIAL QUESTIONNAIRE
5)	ANNEXURE - V	: CHECK LIST
6)	ANNEXURE - VI	: ACKNOWLEDGEMENT CUM CONSENT LETTER
7)	ANNEXURE - VII	: SUBMISSION OF BID (COVERING LETTER)
8)	ANNEXURE -VIII	: UNDERTAKING ON LETTERHEAD (FOR LAND BORDER WITH INDIA)

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ANNEXURE – I: BID EVALUATION CRITERIA

- 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, 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 taken into account 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.

(SIGNATURE OF BIDDER WITH SEAL)



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ANNEXURE – II: LIST OF FORMATS

CONTENT

Sr. No.	Description
1)	F-1 : Bidder's General Information
2)	F-2 : Bid Form
3)	F-3 : Financial Details
4)	F-4 : Declaration for Bid Security
5)	F-5 : Letter of Authority
6)	F-6 : No Deviation Confirmation
7)	F-7 : Certificate
8)	F-8 : Details of Similar Work done during past five years
9)	F-9 : Present commitments of the Bidder
10)	F-10 : Proforma of Bank Guarantee for Contract Performance Security



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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-2
BID FORM**

To
M/s Maharashtra Natural Gas Limited
Pride Purple Coronet, 2nd 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 10% (ten percent) of
the Annualized Contract Price / order value, 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:



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Sheet 1 of 2

FINANCIAL DETAILS

Applicant's Legal Name: _____

Date: _____

Tender No: _____

Page _____ of _____

Each bidder must fill in this form

a) Annual Turnover data for the last 3 audited financial years.

Year	Currency	Amount	Exchange Rate (*)	Amount (INR) (*)
Year 1: 2024-25				
Year 2: 2023-24				
Year 3: 2022-23				

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	Exchange Rate (*)	Amount (INR) (*)
Year 1: 2024-25				
Year 2: 2023-24				
Year 3: 2022-23				

1. Net Worth = Reserves + Capitals – Accumulated Loss



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c) Financial Data for last Audited Financial Year

Sr. No.	Description	Financial Year (2024-25)		
		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			

1. 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.
2. All such documents reflect the financial situation of the bidder, and not sister or parent companies.
3. Historic financial statements must be audited by a certified accountant.
4. Historic financial statements must be complete, including all notes to the financial statements.
5. Historic financial statements must correspond to accounting periods already completed and audited (no statement for partial period shall be requested or accepted).

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

Signature of Bidder

(*) To filled by Owner



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Sheet 1 of 2

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, 2nd 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 _____ 2023 at _____.

WITNESS:

(SIGNATURE)
(NAME)

(OFFICIAL ADDRESS)

(SIGNATURE)
(NAME)

Designation with Bank Stamp

Attorney as per

Power of Attorney No. _____

Date: _____



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**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.

NOTE: Bidder to Submit Bank Guarantee along with SWIFT statement and it is mandatory.



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**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.

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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



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CERTIFICATE

To,
Maharashtra Natural Gas Limited,
Pride Purple Coronet, 2nd 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.”

(SEAL AND SIGNATURE OF BIDDER)



**MAHARASHTRA NATURAL
GAS LIMITED**

**Tender for Rate contract for the period of 2 (Two) years for
appointment of agency for providing Watch and Ward
Services at Ramanagara GA of MNG.**

Bid No.: MNG/CP/2025-26/30

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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: 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)



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PRESENT COMMITMENTS OF THE BIDDER

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

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

(SEAL AND SIGNATURE OF BIDDER)



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Sheet 1 of 2

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

TO:

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



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Sheet 2 of 2

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

Yours faithfully,

_____ Bank

By its Constituted Attorney

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

**NOTE: Bidder to Submit Bank Guarantee along
with SWIFT statement and it is mandatory.**



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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/ MNG/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 – IV: 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 supercede the stipulation mentioned else where in the Bid.

Sr. No.	MNGL's Query	Bidder's Reply/ Confirmation
1.	Confirm that your Bid is valid for 4(four) months 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)	Contract Performance Security	
ii)	Arbitration	
iii)	Termination	
iv)	Terms of Payment – as per tender document	
v)	Price Reduction Schedule – As per SCC & GCC	



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Sr. No.	MNGL's Query	Bidder's Reply/ Confirmation
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.	
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.	

(STAMP & SIGNATURE OF BIDDER)



**MAHARASHTRA NATURAL
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ANNEXURE – V: 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.

Sr. No.	Description	[Please tick (✓) in the Appropriate Block]		Remarks [Details/ Particulars]
		Submitted	Not Submitted	
A)	EMD/ BG DETAILS			
i)	Letter of Submission as per Format F-2	<input type="checkbox"/>	<input type="checkbox"/>	
ii)	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. Form F-4) NOTE: Original shall be submitted in original copy and its zerox copy in other copies	<input type="checkbox"/>	<input type="checkbox"/>	(1) By Bank Guarantee BG No: _____ dated: _____ from Bank: _____ Branch: _____ For Rs: _____ Valid Till: _____ OR (2) By Demand Draft DD No: _____ Dated: _____ Drawn on: _____ For Rs: _____
iii)	CHECK LIST This check list duly filled in, (i.e. Annexure V)	<input type="checkbox"/>	<input type="checkbox"/>	
B)	CONFIRMATION OF VARIOUS FORMATS			
i)	Past Similar work done during five years as per Format F-8	<input type="checkbox"/>	<input type="checkbox"/>	
ii)	Present Commitments as per Format F-9	<input type="checkbox"/>	<input type="checkbox"/>	
iii)	Financial Details as per Format F-3A	<input type="checkbox"/>	<input type="checkbox"/>	
iv)	Audited Balance Sheet including profit and loss account statement for the last three years.	<input type="checkbox"/>	<input type="checkbox"/>	Submitter for the years 1) _____ 2) _____ 3) _____



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Sr. No.	Description	[Please tick (✓) in the Appropriate Block]		Remarks [Details/ Particulars]
		Submitted	Not Submitted	
v)	PF Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>	PF Registration No. _____
vi)	Goods & Service Tax Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>	GST Registration No. _____
vii)	Power of Attorney in favour of the person who has signed the bid on stamp paper of appropriate value.	<input type="checkbox"/>	<input type="checkbox"/>	
viii)	Partnership Deed in case of partnership firm and Article of Association in case of limited company.	<input type="checkbox"/>	<input type="checkbox"/>	
ix)	Deployment List of Supervisory personnel	<input type="checkbox"/>	<input type="checkbox"/>	
x)	A copy of SOR (without prices) duly signed, & stamped as per SOR Format	<input type="checkbox"/>	<input type="checkbox"/>	
C)	DEVIATIONS			
i)	Deviation (if any) as per Format - F-6	<input type="checkbox"/>	<input type="checkbox"/>	
D)	REGARDING TECHNICAL DETAILS			
i)	Technical Details/ Documents specified in Technical Part	<input type="checkbox"/>	<input type="checkbox"/>	Specify here if Not Applicable -

(STAMP & SIGNATURE OF BIDDER)



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ANNEXURE – VI: ACKNOWLEDGEMENT CUM CONSENT LETTER

To,
M/s Maharashtra Natural Gas Limited
Pride Purple Coronet, 2nd Floor,
Baner Road, Baner,
Pune – 411045
Ph.No. : 91-20-2561157
E-mail : balakrishna.thatikonda@mngl.in

Kind Attn: Balakrishna Thatikonda, Deputy 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 : _____

IV) CONTACT PERSON : _____

b) Contact Person at Pune, if any: -

I) POSTAL ADDRESS : _____



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II) TELEPHONE NO. : _____

III) TELEFAX NO. : _____

IV) E-MAIL : _____

IV) 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:

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)



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ANNEXURE – VII: SUBMISSION OF BID (COVERING LETTER)

(To be given on Company Letter Head)

From:
M/s

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

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

MEMORANDUM

- (a) General Description of Work _____

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



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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 Guarantee (CPBG) 10% of the annualized CONTRACT amount / order value which will be paid in the manner set out in the General Conditions of Contract.
4. Should this tender be accepted, I/We hereby agree to abide by and fulfill all terms and conditions referred to above and in default thereof, to forfeit and pay to the OWNER or its successors or its authorized nominees such sums of money as are stipulated in conditions contained in General Tender Notice and other Tender Documents.
5. I/We hereby pay the Earnest Money of Rs _____
(Rupees _____)
in Bank Demand Draft/Bank Guarantee No. _____ issued
by _____ (name and office of the State Bank of India or
any Nationalized Bank) in favour of Maharashtra Natural Gas Limited, Pune.
6. If I/We fail to commence the work specified in the Memorandum in Para (3) above, or I/We to deposit the amount of Contract Performance Bank Guarantee (CPBG) specified in the Memorandum in (3) above, I/We agree that the said OWNER or its successors without prejudice to any other right or remedy be at liberty to forfeit the said Earnest Money in full, otherwise the said Earnest Money shall be retained by OWNER towards the Contract Performance Bank Guarantee (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 _____ 2025

Witness:

Yours faithfully,

Name in Block Letters:

Signature of Tenderer(s) with the
seal of the Firm.

Address:

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



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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:

Bidder to tick (✓) the appropriate option from below:

(i) Not from such a country [✓]

(ii) If from such a country, has been registered [X]
with the Competent Authority.
(Evidence of valid registration by the
Competent Authority shall be attached)

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

5. GENERAL CONDITIONS OF CONTRACT (GCC - SERVICES)



**MAHARASHTRA NATURAL
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GENERAL CONDITIONS OF CONTRACT (GCC - SERVICES)

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 Service provider 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.

Service provider **REPRESENTATIVE** means the person appointed from time to time by Service provider 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 Service provider 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 Service provider 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 CONSULTNT

- 3.2.1 Service provider 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. Service provider 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.



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

Service provider shall prepare and submit documents /reports etc. in due time and in accordance with the Tender Conditions.

- 3.2.2 Service provider 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 Service provider will be certified for payment by such representatives.

ARTICLE 3.4: SERVICE PROVIDER REPRESENTATIVE

- 3.4.1 Service provider shall nominate a qualified and experienced person as its Representative who will be the contact person between MNGL and Service provider for the performance of the Contract. This nomination shall be done within ten (10) days after the coming into force of the Contract. Service provider shall notify MNGL in writing prior to the appointment of a new representative. Service provider 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 Service provider to remove Service provider representative for good causes. Service provider shall replace immediately such person by competent substitute at no extra cost to MNGL.

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

ARTICLE 3.5: PAYMENT TERMS

- 3.5.1 The terms of payment shall be as follows:

Payment within 45 days after submission of invoice & necessary supporting documents for activities executed during preceding month, certified by EIC on pro rata basis.

ARTICLE 3.6: PERFORMANCE GUARANTEE

- 3.6.1 Service provider 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.



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The value of Contract Performance Guarantee shall be 10% 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 (**Format F-10**). All expenses incurred in obtaining of such guarantee shall be borne by Service provider.

- 3.6.2 In case of extension of completion period, Service provider 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 Service provider /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/ Service provider without the prior written consent of the latter.
- 3.7.2 Service provider 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 Service provider 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 Service provider 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 Service provider will not claim from MNGL any taxes paid by him.
- 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 Service provider 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.



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MNGL shall suggest a panel of three independent and distinguished persons to the other party (Service provider) 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 Service provider 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.

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 Service provider s any time upon giving not less than fifteen (15) days notice.
- 3.11.2 Upon notice of suspension, Service provider 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, Service provider 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 Service provider to resume the performance of the services, without any additional cost to MNGL.



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- 3.11.5 In case of suspension of work by Service provider on MNGL request for more than 10 days, demobilization and remobilization charges will be paid to Service provider 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 Service provider 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 Service provider from its obligations and liabilities under the contract or by recovery against the Performance Bank Guarantee. Both Service provider 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 Service provider 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

Service provider 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 Service provider only.

ARTICLE 3.14: INDUSTRIAL AND INTELLECTUAL PROPERTY

- 3.14.1 In order to perform the services, Service provider 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 Service provider in connection with the scope of work submitted to MNGL will be property of MNGL.



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- 3.14.3 Service provider 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 Service provider 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, Service provider shall be solely responsible for any delay, lack of performance, breach of agreement and/or any default under this contract.
- 3.15.2 Service provider 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 Service provider fails to perform any obligation(s) under the CONTRACT and if Service provider, 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.

In case of termination of CONTRACT except under conditions of Force Majeure and termination after expiry of contract, the Service provider shall be put under holiday [i.e. neither any enquiry will be issued to the 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 Service provider (as a bidder) has not been finalized] for three years from the date of termination by Maharashtra Natural Gas Limited to such Service provider.

3.16.2 Termination for Insolvency

MNGL may at any time terminate the CONTRACT by giving written notice without compensation to Service provider, if Service provider 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

MNGL may by written notice sent to Service provider, 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.



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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 – I to GCC**) within 10 days from the date of receipt of SO, the cost of stamp paper is to be borne by Service provider, 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 Service provider.

Service provider 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, Service provider 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 Service provider shall be liable to pay extra costs provided it is mutually established that Force Majeure Conditions did actually exist.

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

ARTICLE 3.20: RECTIFICATION PERIOD

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



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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 Service provider 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.

Service provider 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 Service provider 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 Service provider shall submit for MNGL prior approval, the terms of reference or any amendment thereof for such sub-contractor's SERVICES. Notwithstanding such approval, the Service provider 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, Service provider shall be responsible for carrying out any surveys and acquisition of all data from necessary sources. MNGL, if requested in writing by Service provider, may assist the Service provider 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 Service provider.



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Annexure - I to GCC

Performa Contract Agreement

Service Order No _____

AGREEMENT for “_____” (hereinafter called the "Job") made on _____ day of _____, 2025 between M/s _____, hereinafter called the “CONSULTANT” (which term shall unless excluded by or repugnant to the subject or context include its successors and permitted assignees) of the one part and the **Maharashtra Natural Gas Ltd., Pride Purple Coronet, 2nd Floor, Above Bata Showroom, Baner Road, Baner, Pune – 411045** hereinafter called “MNGL” (which term shall unless excluded by or repugnant to the subject or context include its successors and assignees) of the other part.

WHEREAS

MNGL being desirous of having provided for execution of certain work mentioned, enumerated or referred to in the Service Order (SO) including Completion Schedule of job has called for proposal.

A. The CONSULTANT has examined the Job specified in TENDER of MNGL and has satisfied himself by careful examination before submitting his proposal as to the nature of the Job and local conditions, the nature and magnitude of the Job, the availability of manpower and materials necessary for the execution of Job and has made local and independent enquiries and obtained complete information as to the matters and thing referred to, or implied in SO or having any connection therewith and has considered the nature and extent of all probable and possible situations, delays, hindrances or interference's to or with the execution and completion of the Job to be carried out under the Agreement, and has examined and considered all other matters, conditions and things and probable and possible contingencies, and generally all matters incidental thereto and auxiliary thereof affecting the completion of the Job and which might have included him in making his proposal.

B. The SO including Completion Schedule of Job and Letter of Acceptance of proposal form part of this Agreement though separately set out herein and are included in the expression Agreement wherever herein used.

AND WHEREAS

MNGL accepted the bid of the CONSULTANT for the provision and the execution of the said Job at the values stated in bid and finally approved by MNGL upon the terms and subject to the conditions of Agreement.

NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED AND DECLARED AS FOLLOWS:

1. In consideration of the payment to be made to the CONSULTANT for the Job to be executed by him the CONSULTANT hereby covenants with MNGL that the CONSULTANT shall and will duly provide, execute and complete the said Job and shall do and perform all



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other acts and things in the Agreement mentioned or described or which are to be implied there from or may be reasonably necessary for the completion of the said Job and at the said times and in the manner and subject to the terms and conditions or stipulations mentioned in the Agreement.

2. In consideration of the due provision execution and completion of the said Job, MNGL does hereby agree with the Agreement that MNGL will pay to the CONSULTANT the respective amounts for the Job actually done by him and approved by MNGL at the amount specified in this SO, such payment to be made at such time in such manner as provided for in the Agreement and SO.

In witness whereof the parties have executed these presents in the day and the year first above written

Signed and Delivered for
and on behalf of

M/s. _____

Date: _____

Place: _____

Signed and Delivered
for and on behalf of

M/s. _____

Date: _____

Place: _____

IN PRESENCE OF TWO WITNESSES

1. _____

2. _____

1. _____

2. _____



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PART C

6. SPECIAL CONDITIONS OF CONTRACT (SCC) & SCOPE OF WORK



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SPECIAL CONDITIONS OF CONTRACT & SCOPE OF WORK

1.0 GENERAL CONDITIONS OF CONTRACT

1. DEFINITIONS OF TERMS:

In this CONTRACT (as hereinafter defined) the following words and expressions shall have the meaning here by assigned to them except where the context otherwise required.

- 1) The OWNER/COMPANY/PRINCIPAL EMPLOYER/MNGL mean MAHARASHTRA NATURAL GAS LIMITED having its Registered & Corporate office at Plot No. 27, 1st Floor, Narveer Tanajiwadi PMPML Bus Depot Commercial Building, Shivajinagar, Pune - 411005 and includes its successors and assigns.
- 2) The "CONTRACTOR" means the person or the persons, firm or company or Corporation whose tender has been accepted by the OWNER and includes the CONTRACTOR'S legal Representatives his successors and permitted assigns.
- 3) The "Officer-in-charge / Engineer-in-charge" shall mean the person / persons 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.
- 4) The "WORK" shall means and include all items and things to be supplied/done and services activities to be performed by the CONTRACTOR in pursuant to and in accordance with CONTRACT or part thereof as the case may be and shall include all extra, additional, altered or substituted works as required for purpose of the CONTRACT.
- 5) "CONTRACT DOCUMENTS" means collectively the Tender Documents, Designs, Drawings, Specification, Schedule of Quantities and Rates, Letter of Acceptance and agreed variations if any, and such other documents constituting the tender and acceptance thereof.
- 6) The "SUBCONTRACTOR- means any person or firm or Company (other than the CONTRACTOR) to whom any part of the work has been entrusted by the CONTRACTOR, with the written consent of the Officer-in-charge, and the legal representatives, successors and permitted assigns of such person, firm or company.
- 7) The "CONTRACT" shall mean the Agreement between the OWNER and the CONTRACTOR for the execution of the works including therein all contract documents.
- 8) The "TENDER" means the proposal along with supporting documents submitted by the CONTRACTOR for consideration by the OWNER.



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- 9) The "ALTERATION ORDER" means an order given in writing by the Officer-in-charge to effect additions to or deletions from and alteration in the works.
 - 10) The "APPOINTING AUTHORITY" for the purpose of arbitration shall be the MANAGING DIRECTOR or any other person so designated by the OWNER.
 - 11) "NOTICE IN WRITING OR WRITTEN NOTICE" shall mean a notice in written, typed or printed characters sent (unless delivered personally) or otherwise proved to have been received by the addressee by registered post to the latest known private or business address or registered office of the addressee and shall be deemed to have been received in the ordinary course of post it would have been delivered.
 - 12) "APPROVED" shall mean approved in writing including subsequent written confirmation of previous verbal approval and "APPROVAL" means approval in writing including as aforesaid.
 - 13) "FAX/LETTER OF INTENT/SERVICE ORDER" shall mean an intimation by a FAX/Letter to Tenderer(s) that the tender has been accepted in accordance with the provisions contained in the letter.
 - 14) "DAY" means a day of 24 hours from midnight to midnight irrespective of the number of hours worked in that day.
 - 15) "WORKING DAY" means any day which is not declared to be holiday or rest day by the OWNER.
 - 16) "WEEK" means a period of any consecutive seven days.
 - 17) "VALUE OF CONTRACT" shall mean the sum accepted or the sum calculated in accordance with the prices accepted in tender and/or the CONTRACT rates as payable to the CONTRACTOR for the entire execution and full completion of the work.
2. The contractor hereby confirms that he has already inspected the work site has clearly assessed the nature and extent of work and the conditions under which it will be carried out.
 3. Contractor hereby agrees to provide services and necessary supervision to carry out the work set down in the Schedule of works which forms part of this contract in accordance with the conditions of contract laid down in this part of the contract read in conjunction with specific instructions given in part of this contract by utilizing the materials / services if any, agreed to be given by the Company and listed in Annexure. The contractor has to provide necessary services to carry out the work. The work executed shall be to the satisfaction of MNGL, and contract rates shall include for any incidental and contingent work although not specifically mentioned in the contract but is necessary and for its completion in an efficient and workman like manner.



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4. The rates agreed herein shall remain firm till the expiry of the contract and extended period. The contractor shall not be entitled to any increase or revision (except Statutory) or any other right or claim whatsoever by way of representation, explanation or statement or elect to have been given away by any employee representation or any undertaking or promise given or elect to have been given by any employee of the company or due to contractor's own ignorance or on account of any difficulties or hardship faced by him. His rates are all inclusive. However, GST as imposed by State / Central Govt. if applicable, shall be payable by MNGL at actual subject to submission of GST regn. No.
5. All persons deployed by the contractor shall be on his pay roll and should pay wages, PF contribution and Bonus as prescribed by Govt. and the company have no liability whatsoever in this regard. The persons deployed by the contractor shall remain under his control, supervision & discipline. The CONTRACTOR shall have the power to transfer, re-deploy and terminate their services. The CONTRACTOR shall regularly make full payment of wages and salaries not less than the minimum wages, as applicable to the persons engaged by him as required by him under the law.
6. No part of the contract nor any share of interest therein shall in any manner or degree be transferred / assigned or sublet by the contractor directly or indirectly to any persons, firm or corporation whatsoever.
7. The Contractor shall be responsible for providing proper services and exercise control over persons deployed by him. He shall also be bound to prohibit and prevent his employee from taking any direct and indirect interest and/or support, assist, maintain, or help from any person or persons engaged in any anti-social activities demonstrations riots or agitation, which may in any way be detrimental or prejudicial to the inter- land / properties in the neighborhood. In the event of any such actions by his persons or persons, contractor shall be fully and exclusively responsible therefore and shall keep the company harmless and indemnified from any consequential claims, actions, suits, proceedings, losses, or damages on any ground whatsoever.
8. All persons of the contractor entering on work premises shall be properly and neatly dressed and wear badges/ Identity cards while working on premises of the company including work site. The contractor shall provide safety shoes, uniform as desired by MNGL.
9. In case of the company considers presence of any of the persons of the contractor undesirable for whatever reasons including integrity, conduct, competence, 24 hours notice in writing will be given by company to the contractor on receipt of the said notice, such a person will not be reemployed without express and written authorization of MNGL.
10. Any failure on part of the COMPANY at any time to enforce the strict observance of the performance of any of the terms and conditions of this CONTRACT or non-exercise of any right mentioned in the contract shall not constitute waivers of such terms, conditions or rights and shall not affect or deprive the COMPANY to exercise the same at any later date.



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11. CONTRACTOR shall from time to time during the progress of the service issue such further instructions as shall be necessary for the purpose of proper and adequate execution of the services.
12. The contractor shall remove or replace any workman whom the company considers incompetent or unsuitable.
13. MNGL reserves the right to alter the scope of work in quantum as per the urgency of work. The contractor shall accordingly provide services as may be required by contract coordinator on giving a notice of two days
14. CONTRACTOR shall exclusively be liable for non-compliance of the provisions of any acts, laws rules and regulations having execution, bearing over engagement of workers directly or indirectly for execution of work and the CONTRACTOR hereby undertakes to indemnify Maharashtra Natural Gas Limited against all actions, suits, proceedings, claims, losses, damages etc. which may be arise under Minimum Wages Act, Industrial Dispute Act, Family pension and Deposit Linked Insurance scheme or any other Act or statutes not herein specifically mentioned but having direct or indirect application for the persons engaged by the CONTRACTOR under this CONTRACT.
15. Company shall not be liable for or in respect of any damages or compensation for any injuries or for any occupational diseases to any persons engaged by the CONTRACTOR and the CONTRACTOR shall keep the company indemnified thereof.
16. The contractor shall be liable for making good all damages / losses arising out of theft, breakage, pilferage of any office furniture, equipments, fittings and fixtures whatsoever it may be caused directly or indirectly.
17. The CONTRACTOR/his employees/agents/representatives shall not communicate or use in advertising, publicity, sales releases or in any other medium, photographs, or other reproduction of the work under this CONTRACT or descriptions of the site dimensions, quantity, quality or other information, concerning the work unless prior written permission has been obtained from the OWNER.
18. **RIGHT OF OWNER TO ACCEPT OR REJECT TENDER: -**

The right to accept the tender will rest with the OWNER. The OWNER, however, does not bind himself to accept the lowest tender, and reserves to itself the authority to reject any or all the tenders received without assigning any reason whatsoever. The whole work may be split up between more than one CONTRACTORS or accept in part (not entirely) if considered expedient. Quoted rates should hold good for such eventualities.

Tenders in which any of the particulars and prescribed information are missing or are incomplete in any respect and/or the prescribed conditions are not fulfilled are liable to be rejected. The Tender containing uncalled for remarks or any additional conditions are liable to be rejected.



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Canvassing in connection with tenders is strictly prohibited and tenders submitted by the Tenderers who resort to canvassing will be liable to rejection.

19. TENDERER'S RESPONSIBILITY: -

The intending tenderers shall be deemed to have visited the SITE and familiarized themselves thoroughly with the site conditions before submitting the tender. Non-familiarity with the site conditions will not be considered a reason either for extra claims or for not carrying out the works in strict conformity with the DRAWINGS and SPECIFICATIONS.

20. SIGNING OF THE CONTRACT: -

The successful tenderer shall be required to execute an AGREEMENT in the proforma attached with Tender Document within 15 days of the receipt by him of the LETTER OF INTENT OR SERVICE ORDER whichever is earlier.

21. NOTE TO SCHEDULE OF RATES: -

The Schedule of Rates should be read in conjunction with all the other sections of the tender. The tenderer shall be deemed to have studied the details of WORK to be done within TIME SCHEDULE and to have acquainted himself of the conditions prevailing at site.

Rates must be filled in the schedule of Rates of original Tender Documents. If quoted in separate typed sheets, no variation in item description or specification shall be accepted. Any exceptions taken by the tenderer to the schedule of Rates shall be brought out in the terms and conditions of offer.

The quantities shown against the various items are only approximate. Any increase or decrease in the quantities shall not form the basis of alteration of the rates quoted and accepted.

The OWNER reserves the right to interpolate the rates for such items of work falling between similar items or lower and higher magnitude.

22. POLICY FOR TENDERS UNDER CONSIDERATION: -

Only those Tenders which are complete in all respects and are strictly in accordance with the Terms and conditions and Technical Specifications of Tender Document, shall be considered for evaluation. Such Tenders shall be deemed to be under consideration immediately after opening of Tender and until such time an official intimation of acceptance/rejection of Tender is made by MNGL to the Tenderer.

MNGL if necessary, will obtain clarifications on the Tender by requesting for such information/clarifications from any or all Tenderers either in writing or through personal contact, as may be necessary, and the Tenderers are advised to refrain from contacting by any means MNGL and/or their employee(s)/representative(s) on their



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own, on matters related to Tenders under consideration. Tenderers will not be permitted to change the substance of the Tenders after opening of Tenders.

23. CONTRACTOR TO INDEMNIFY THE MNGL:

The contractor shall indemnify the MNGL against all actions, proceedings claims, demands, costs and expenses which may be made against the MNGL or government for or in respect of or arising out of any failure by the contractor in the performance of his obligation under the contract document. MNGL shall not be liable for or in respect of any demands or compensation payable under any law in respect of any consequence of any accident or injury to any workmen or other person in the contractor shall indemnify and keep indemnified MNGL against all such damages and compensation & against all claims, demands proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

24. Following documents form the part of this contract.

- a. Instructions to bidders,
- b. Bid qualification criteria,
- c. General conditions of contract.
- d. Special conditions of contract and
- e. Schedule of work / rates.

In case of doubt or dispute as to the interpretation of any clause contained, the decision of the company shall be final and binding on the contractor.

25. FORCE MAJURE:

If at any time during the currency of the contract the performance in whole or part by either party, or any obligation under this contract shall be prevented or delayed by reason of any hostility, act of public enemy, civil commotion, sabotage, fire floods, explosions, epidemics, quarantine, strikes, lookouts or acts of God (hereinafter referred to as events) then provided notice of the happening of any such events is given by either party to the other forthwith by not exceeding four hours from time of occurrence thereof, neither party shall by reason of any such event be entitled to have claim for charges / compensation / damages against the other in respect of such non-performance and / or delay in performance during such period.

26. LABOUR LAWS:

- a) No labour below the age of 18 (eighteen) years shall be employed on the WORK.
- b) The CONTRACTOR shall not pay less than what is provided under law to labourers engaged by him on the WORK.
- c) The CONTRACTOR shall at his expense comply with all labour laws and keep the PRINCIPAL EMPLOYER indemnified in respect thereof.



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- d) The CONTRACTOR shall pay equal wages for men and women in accordance with applicable labour laws.
- e) If the CONTRACTOR is covered under the Contract labour (Regulation and Abolition) Act, he shall obtain a license from licensing authority (i.e. office of the labour commissioner) by payment of necessary prescribed fee and the deposit, if any, before starting the WORK under the CONTRACT. Such fee/deposit shall be borne by the CONTRACTOR.
- f) The CONTRACTOR shall employ labour in sufficient numbers either to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the CONTRACT and to the satisfaction of the Officer-in-charge.
- g) The CONTRACTOR shall furnish to the Officer-in-charge the distribution return of the number and description, by trades of the work people employed on the works. The CONTRACTOR shall also submit on the 4th and 19th of every month to the Officer-in-charge a true statement showing in respect of the second half of the preceding month and the first half of the current month (1) the accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and (2) the number of female workers who have been allowed Maternity Benefit as provided in the Maternity Benefit Act 1961 or Rules made there under and the amount paid to them.
- h) The CONTRACTOR shall comply with the provisions of the payment of wages Act 1986, Minimum Wages Act 1948, Employers liability Act 1935, workmen's Compensation Act 1923, Industrial Disputes Act 1947, the Maternity Benefit Act 1961 and Contract Labour Regulation and Abolition Act 1970, Employment of Children Act 1938 or any modifications thereof or any other law relating thereto and rules made there under from time to time.
- i) The Officer-in-charge shall on a report having been made by an Inspecting officer as defined in Contract Labour (Regulation and Abolition) Act 1970 have the power to deduct from the money due to the CONTRACTOR any sum required or estimated to be required for making good the loss suffered by a Worker or Workers by reason of non-fulfillment of the Conditions of the Contract for the benefit of workers, non-payment of wages or of deductions made from his or their wages which are not justified by the terms of the Contract or non-observance of the said regulations.
- j) The CONTRACTOR shall indemnify the OWNER against any payments to be made under and for the observance of the provisions of the aforesaid Acts without prejudice to his right to obtain indemnity from his SUBCONTRACTOR. In the event of the CONTRACTOR committing a default or breach of any of the provisions of the aforesaid Acts as amended from time to time, of furnishing any information or submitting or filling and Form/Register/Slip under the provisions of these Acts which is materially incorrect then on the report of the



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inspecting Officers, the CONTRACTOR shall without prejudice to any other liability pay to the OWNER a sum not exceeding Rs.500.00 as Liquidated Damages for every default, breach or furnishing, making, submitting, filling materially incorrect statement as may be fixed by the Officer-in-charge and in the event of the CONTRACTOR'S default continuing in this respect, the Liquidated Damages may be enhanced to Rs.1000.00 per day for each day of default subject to a maximum of one percent of the estimated cost of the WORKS put to tender. The Officer-in-charge shall deduct such amount from bills or Security Deposit of the CONTRACTOR and credit the same to the Welfare Fund constituted under these acts. The decision of the Officer-in-charge in this respect shall be final and binding.

27. ARBITRATION:

Except where otherwise provided in the tender documents, all questions and disputes or difference relating to or arising under the terms and conditions or as to any other question, claim, right matter or thing, whatsoever in any way arising out of or relating to the terms and conditions of the contract or the execution of failure to execute the same whether arising during the progress of the work after the completion or abandonment thereof shall be referred to the arbitration of sole arbitrator to be appointed by Managing Director, MNGL. There should be no objection from the contractor to any such appointment on the grounds that the Arbitration is an employee of the MNGL and that he had to deal with the matter to which the contract relates and that in the course of his duties as an employee of the MNGL he had expressed vices on all or any of the matters in disputes or difference. The arbitrator to whom the matter is originally referred, being unable to act for any reason, Managing Director shall appoint another person to act as some arbitration in accordance with the terms and conditions of the contract. Such persons shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by the Managing Director as aforesaid should act as arbitrator and if for any reason that is not possible, the matter is not to be referred to Arbitrator at all.

28. EARNEST MONEY DEPOSIT / BID SECURITY

The tenderer must pay Earnest Money as given in the letter/notice inviting tenders and attach the official receipt with the tender failing which the tender is liable to be rejected and representatives of such tenderers will not be allowed to attend the tender opening, Earnest Money can be paid in Demand Drafts, or Bank Guarantee of any Nationalized / Scheduled Bank in favour of MAHARASHTRA NATURAL GAS LIMITED.

Note: The Bank Guarantee so furnished by the tenderer shall be in the proforma prescribed by the OWNER (as per F-4 above). No interest shall be paid by the OWNER on the Earnest Money deposited by the tenderer. The Bank Guarantee furnished in lieu of Earnest Money shall be kept valid for a period of "two month/60 days beyond the date of validity of the tender". The EMD shall be forfeited in the event of the bidder withdrawing his offer.



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The Earnest Money deposited by successful tenderer will be retained towards the security deposit for the fulfillment of the CONTRACT, but shall be forfeited if the tenderer fails to deposit the requisite Security deposit as per clause 29 of General Terms of contract hereof and /or fails to start work within a period of 15 days or fails to execute the AGREEMENT (As per Appendix - proforma of Agreement) within 10 days of the receipt by him of the Notification of Acceptance of Tender.

The Earnest Money of the unsuccessful tenderers will be refunded by MNGL directly to the tenderers within a reasonable period of time. Correspondence in this regard may be addressed to MNGL directly by the TENDERERS.

Note: The Indian / Domestic firms registered with NSIC / MSME, under its single point registration scheme are exempted from furnishing Earnest Money Deposit / 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.

29. Performance Bank Guarantee / Security Deposit:

The contractor shall submit Bank Guarantee in our prescribed format, for a value of 10% of Annualized Total Contract value, in favour of MNGL, valid for a period of 27 months as security deposit, from Nationalized/ Scheduled bank except Co-operative bank within 15 days from the date of issue of this service order. The Security Deposit will not bear any interest. Any amount due to MNGL, as per contractual terms & conditions shall be deducted from Security Deposit. In case Security Deposit is not sufficient to recover the outstanding amount, then MNGL reserves the right to recover the same from any other means available to MNGL.

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

30. RIGHT OF THE OWNER TO FORFEIT SECURITY DEPOSIT:

Whenever any claim against the CONTRACTOR for the payment of a sum of money arises out or under the CONTRACT, the OWNER shall be entitled to recover such sum by appropriating in part or whole the security Deposit of the CONTRACTOR. In the event of the security being insufficient or if no security has been taken from the CONTRACTOR, then the balance or the total sum recoverable, as the case may be shall be deducted from any sum then due or which at any time thereafter may become due to the CONTRACTOR. The CONTRACTOR shall pay to the OWNER on demand any balance remaining due.

31. The contractor shall execute an agreement with MNGL within 15 days from the award of contract. However agreement shall be executed only after submission of valid Security Deposit against the contract.



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32. Mobilization Period:

The deployment for the services shall be within 15 days or earlier from the date of intimation by Officer-in-charge (OIC) of MNGL, Pune. In case of failure, MNGL reserves the right to cancel the contract.

33. Payment Terms:

As per terms mentioned at Scope of Work.

The bill shall be certified by Officer-in-charge. The bills shall be submitted along with all requisite documents.

34. Contract Period:

Contract period shall be 2 years from the date of issue of Service Order. Depending on the performance further extendable for another one year on same rates and terms and conditions at sole discretion of MNGL. Deployment of manpower shall be made within 15 days from the date of intimation by Officer-in-charge (OIC) during the contract period.

35. Insurance:

CONTRACTOR as far as possible shall cover insurance with Indian Insurance companies, including marine Insurance during ocean transportation.

i) EMPLOYEES STATE INSURANCE ACT (ESI):

The CONTRACTOR agrees to and does hereby accept full and exclusive liability for the compliance with all obligations imposed by the Employee State Insurance Act 1948 and the CONTRACTOR further agrees to defend, indemnify and hold OWNER harmless for any liability or penalty which may be imposed by the Central, State or Local authority by reason of any asserted violation by CONTRACTOR or of the Employees' State Insurance Act, 1948, and also from all claims, suits or proceeding that may be brought against the OWNER arising under, growing out of or by reasons of the work provided for by this CONTRACTOR whether brought by employees of the CONTRACTOR, by third parties or by Central or State Government authority or any political subdivision thereof.

The CONTRACTOR agrees to fill in with the Employee's State Insurance Corporation, the Declaration Forms, and all forms which may be required in respect of the CONTRACTOR'S or subcontractor's employees, who are employed in the WORK provided for or those covered by ESI from time to time under the Agreement. The CONTRACTOR shall deduct and secure the agreement of the to deduct the employee's contribution as per the first schedule of the Employee's State Insurance Act from wages and affix the Employees Contribution Card at wages payment intervals. The CONTRACTOR shall remit



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and secure the agreement of to remit to the State Bank of India. Employee's State Insurance Corporation Account, the Employee's contribution as required by the Act. The CONTRACTOR agrees to maintain all Cards and Records as required under the Act in respect of employees and payments and the CONTRACTOR shall secure the agreement of the to maintain such records. Any expenses incurred for the contribution, making contributions or maintaining records shall be to the CONTRACTOR'S account. The OWNER shall retain such sum as may be necessary from the total VALUE OF CONTRACT will the CONTRACTOR shall furnish satisfactory proof that all contributions as required by the Employees State Insurance Act,1948, have been paid. This will be pending on the CONTRACTOR when the ESI Act is extended to the place of work.

ii) WORKMEN COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:

Insurance shall be effected for all the CONTRACTOR'S employees engaged in the performance of this CONTRACT. If any of the work is sublet, the CONTRACTOR shall require to provide workman's Compensation and employer's liability insurance for the later's employees if such employees are not covered under the CONTRACTOR'S Insurance.

iii) ANY OTHER INSURANCE REQUIRED UNDER LAW OR REGULATIONS OR BY OWNER:

CONTRACTOR shall also carry and maintain any and all other insurance(s) which he may be required under any law or regulation from time to time without any extra cost to OWNER. He shall also carry and maintain any other insurance which may be required by the OWNER.

iv) ACCIDENT OR INJURY TO WORKMEN:

The OWNER shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequence of any accident or injury to any workman or other person in the Employment of the CONTRACTOR or any save and except an accident or injury resulting from any act or default of the OWNER, his agents or servants and the CONTRACTOR shall indemnify and keep indemnified the OWNER against all such damages and compensation (save and except and aforesaid) and against all claims, demands, proceeding, costs, charges and expenses, whatsoever in respect or in relation thereto.

36. DAMAGE TO PROPERTY OR TO ANY PERSON OR ANY THIRD PARTY:

- i) CONTRACTOR shall be responsible for making good to the satisfaction of the OWNER any loss or any damage to structures and properties belonging to the OWNER or being executed or procured or being procured by the OWNER or of other agencies with in the premises of all the work of the OWNER, if such



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loss or damage is due to fault and/or the negligence or willful acts or omission of the CONTRACTOR, his employees, agents, representatives etc.

- ii) The CONTRACTOR shall take sufficient care that employees /representatives/agents do not cause any damage to any person or to the property of the OWNER or any third party and in the event of any damage resulting to the property of the OWNER or of a third party cost of such damages including eventual loss of production, operation or services in any plant or establishment as estimated by the OWNER or ascertained or demanded by the third party shall be borne by the CONTRACTOR.
- iii) The CONTRACTOR shall indemnify and keep the OWNER harmless of all claims for damage to property other than OWNER'S property arising under or by reason of this agreement, if such claims result from the fault and/or negligence or willful acts or omission of the CONTRACTOR, his employees, agents, subcontractors, his agents, representative of subcontractors.

CONTRACTOR shall exclusively be liable for group insurance as per the provision of workman compensation act for the persons engaged/employed by him. Company shall not be liable for or in respect of any damages or compensation to any persons engaged by the CONTRACTOR and the CONTRACTOR shall keep the company indemnified thereof.

- 37. In case the contractor fails to provide the required services under the contract to the satisfaction of MNGL, MNGL reserves the right to get the services through alternate agencies at the risk and cost of contractor and penal deduction shall be made, from the contractor's bills and the decision of MNGL in this connection shall be final and binding on the contractor.
- 38. The tenderer hereby agrees to provide services and necessary such provision to carry out the work as given in the scope and description of work.
- 39. The work executed shall be to the satisfaction of MNGL and contract rules shall include for any incidental and contingent work although not specifically mentioned in the contract but is necessary for the completion in an efficient and workman like manner.
- 40. The contractor (which shall include the contracting firm / company) shall be solely liable to obtain and abide by all necessary license / permissions from the concerned authorities as provided under the various labour laws / legislation including labour license from the competent authority under The Contract Labour (Regulation & Abolition) Act 1970.
- 41. The tenderer should have his PF account no. with Regional Provident Fund Commissioner and shall submit to the COMPANY proof of depositing the employee's contribution, on monthly basis.



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42. The contractor shall also be bound to discharge obligations as provided under various statutory enactment including the Employees Provident Fund & Miscellaneous Act, 1952, The Employees State Insurance Act 1948, The Contract Labour (Regulation and Abolition) Act 1970, The Minimum Wages Act 1948, The Payment of Wages Act 1936, Employee's Compensation Act, 1923 and other relevant Acts rules and regulations in force from time to time in respect of the person deployed by him to carry out the obligation under the contract.
43. The contractor shall be responsible for necessary contributions towards PF, ESI or any other statutory payment to Government Agencies as applicable under the law in respect of the contract and of personnel employed by the contractor for rendering services to MNGL and shall deposit the required amounts with the concerned statutory authorities on or before due dates. Each contractor shall obtain a separate P.F. number from the concerned Regional Provident Fund Commissioner and submit necessary proof of having deposited the employees PF and shall be responsible for payment of any administration / inspection charges thereof, wherever applicable, in respect of the personnel deployed by him relating to the work of MNGL.
44. The contractor shall regularly submit all relevant records / documents in this regard to MNGL representative for verification and upon such satisfaction only, MNGL will allow payment to the Contractor.
45. The contractor shall ensure and will be solely responsible for payment of wages and other dues latest by 7th of the following month to the personnel deployed by him. The contractor shall be directly responsible and indemnify the company against all charges, claims, dues and employment of personnel deployed by him.
46. The contractor shall indemnify the company against all losses or damages caused to it on account of acts of the personnel deployed by the contractor.
47. The tenderer shall not engage any person(s) less than eighteen years of age and shall not pay less than what is prescribed under law.
- 48. MNGL RESERVES THE RIGHT TO:**
- i) Reduce the rates at which payment shall be made if the quantity and quality of services although acceptable is not up to required standard.
 - ii) Issue the CONTRACTOR from time to time during the progress of the service such further instructions as shall be necessary for the purpose of proper and adequate execution of the service and the CONTRACTOR shall carry out and be bound by the same.
 - iii) In order the contractor to remove or replace any person engaged in providing the services to the COMPANY whom the company considers incompetent or unsuitable. Opinion of the representative in the competence of any person engaged by the contractor shall be final and binding on the contractor.



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49. AWARD OF CONTRACT: -

The Acceptance of Tender will be intimated to the successful Tenderer by MNGL either by Telegram/Fax or by Letter or like means-defined as LETTER OF INTENT OR SERVICE ORDER. MNGL will be the sole judge in the matter of award of CONTRACT and the decision of MNGL shall be final and binding.

50. The contractor shall be required to obtain requisite labour license / permission from the appropriate authorities as provided under the various labour regulations, before undertaking any contract work. The contractor shall exclusively be liable for compliance of the provisions of any Act, laws, rules and regulations having execution, taking over engagement of his personnel directly or indirectly for execution of work and the contractor hereby undertakes to indemnify the company against all actions, suits, proceedings, claims, losses, damages etc. which may arise due to his noncompliance of the provisions under various laws mentioned in this document or not herein specifically mentioned but having direct or indirect application for the persons engaged under the contract.

Company shall not be liable in respect of any damages or compensation for any injury or for any occupational diseases, to the employment to any person engaged by the contractor and the contractor shall keep the company indemnified thereof.

51. During the currency of the job, if the work progress does not commensurate with time elapsed in respect of any person / persons engaged, the contractor shall be liable to pay the company compensation as may be considered reasonable by the company.
52. In case of any default for more than three days in respect of services to be provided in accordance with the requirements specified by the officer in charge, Company will have the right to avail the services from other sources at the risk and cost of the contractor or terminate the contract and forfeit his security deposit etc.
53. The company for any reason whatsoever of which the company shall be the sole judge may terminate this contract by giving notice of 15 days and the contractor shall vacate the work place with his men and material on the expiry of such notice period in the event of such termination of the contract. The contractor shall be paid for all the work executed up to the date of terminations of the contract including refund of security deposit subject to deduction of any dues, penalties, other recoveries etc. within a period of two months at the discretion of the officer in charge.
54. MNGL reserve right to short close/ Terminate the contract any time based on non-performance/ poor performance during contractual period by giving 15 days notice.
55. The contractor shall be liable for making good all damages / losses arising out of theft, pilferage of any furniture, equipment, fittings, fixtures, utensils, appliances whatsoever as may be caused directly or indirectly by the persons engaged by the contractor. At the appointed date, place hour the contractor shall make available persons to be engaged along with appropriate tools wherever stated.



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56. The contractor shall take charge of all the materials handed over to him by the company and will be responsible for any loss/damage thereof.
57. The contractor shall issue an identity card to all its employees engaged for the services to be provided. The contractor shall also provide at his own cost safety equipments, materials, uniforms etc. to his employees. All the safety rules and regulations will be observed by the persons engaged under this contract.
58. The contractor shall be directly and exclusively responsible for any liability arising due to any dispute between him and his employees and shall indemnify the company against all charges, dues, claims etc. arising out of the disputes relating to the dues and employments of personnel deployed by him.
59. The contractor shall ensure regular and effective supervision and control of the personnel deployed by him and give suitable direction for undertaking the contractual obligation.
60. For non-fulfillment of any obligation under the contract, the company reserves the right to withhold the payments due to the contractor and out of such amount or the amounts likely to fall due to the contractor (but without obligation to do so) make such payments as it may consider necessary for smooth working.
61. Contractor shall deploy the resources as per requirements.
62. The company shall have the power to issue necessary instructions to the contractor concerning discipline, decorum, work performance, safety etc. in respect of the employees of the contractor engaged by him for providing the services to the company and the contractor shall ensure compliance of all such instruction strictly.
63. No payments shall be payable other than schedules payment to the contractor. Contractor cannot charge MNGL any late fee / penalty / fine / interest / recovery etc.
64. The monthly quoted rates shall be inclusive of Leave wages & other statutory payments for providing such services.
65. Income tax as per rule, any other taxes shall be deducted from contractor's monthly bill / bills. Income Tax deduction certificate shall be issued to the contractors.
66. The bidder shall deemed to have quoted after having satisfied himself to the total nature of work, site of work, surrounding the means access transport availability of services & to have obtained his information on all matters which can in any way influence his offer.

67. Jurisdiction:

The CONTRACT shall be governed by and constructed according to the laws in force in INDIA. The CONTRACTOR hereby submits to the jurisdiction of the Courts situated at PUNE for the purposes of disputes, actions and proceedings arising out the



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CONTRACT, the courts at PUNE only will have the jurisdiction to hear and decide such disputes, actions and proceedings.

68. Bidder to confirm the unconditional acceptance to the following clauses of the tender

- i) Security Deposit /Performance bank guarantee
- ii) Schedule of Rates.
- iii) Termination.
- iv) Scope of Work.
- v) Arbitration.
- vi) Period of Validity Offer.

69. Documents

69.1 The tenders as submitted will consist of the following:

- i) Complete set of Tender Documents (Original) duly filled in and signed by the tenderer as prescribed in different clause of the Tender Documents.
- ii) Earnest money in the manner specified in Clause 28 hereof.
- iii) Power of Attorney or a true copy thereof duly attested by an officer in case an authorized representative has signed the tender, as required
- iv) Information regarding Tenderers in the proforma enclosed.
- v) Details of work of similar type and magnitude carried out by the Tenderer.
- vi) Latest Balance sheet and profit & Loss Account / Turnover Certificate duly audited.
- vii) The bidder shall submit the documentary evidence like certificate of registration with PF, ESIC authorities failing the bids are liable for rejection.



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2.0 SCOPE OF WORK & SPECIAL CONDITIONS OF CONTRACT

MNGL intends to hire services for the protection and safeguarding the moveable & immovable property of the MNGL and also for providing service for the event / function/ program by deploying adequate manpower's [Watch & Ward hereinafter referred as "**Security Supervisor**" who shall be Ex-servicemen] for the following locations of the state of Karnataka as specified below:

RAMANAGARAGA					
Sr. No.	Location	Existing	Original PO value	Proposed	Total
1	Office Bidadi	3	4	1	8
2	OGS Bidadi	0		3	
3	OGS Harohalli	0		3	
4	Contingency	1		1	

*** Total 8 nos. of Security Supervisors will be required.**

Contractor shall be responsible for round the clock [24 x 7] watch & ward service for the points assigned to them in three shifts running. Keeping the records of entry and exit of the person/vehicles/materials coming to the center and action to be taken as per security point of view, if necessary at all locations.

Wherever the position of Supervisor is mentioned, an Ex-servicemen who has worked in the Armed Forces not having a rank less than **Subhedar** shall be appointed. Appointment of Supervisor shall be done only after instruction is issued by MNGL.

The strength as above indicated to be actually deployed on daily basis. Suitable additional strength will be maintained. Contractor will be required to ensure the above strength. However, if the Contractor fails to deploy the required number at any point of time, payment will be made on the basis of actual deployment of manpower's:

- PAYMENT FOR SUPPORT SERVICES:** Fixed consolidated monthly charges shall be payable by MNGL towards the services rendered for each unit. Following is the wage structure of the prevailing Watch & Ward category of the minimum wages of the central sphere: -



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Part – 1

MINIMUM WAGES AS PER CENTRAL SPHERE		
w.e.f. 01.04.2025 (Area "C" FOR RAMANAGARA)		
		Guards
	Required manpower category (Ex-servicemen)	8
Sr.No.	Particular	
1	Basic	12844
2	V.D.A	6916
3	Sub Total	19760
4	HRA 5% on (3)	988
5	Conveyance Allowance	0
6	Uniform Allowance 5% on (3)	988
7	Washin Allowance 3% on (3)	592.8
8	Gross	22329
9	Empr Contribution ESI 3.25% on (3)+(4)+(5)	0
10	Empr Contribution PF 13% on (3) OR Rs. 15,000/- whichever is lower	1950
11	Maharashtra Labour Welfare Fund	12.5
12	Bonus 8.33 on (3)*	1646
13	National Holidays on (3)*	443
14	20 days paid leaves on (3)*	1267
15	TOTAL COST IN RS.	27,647
16	Reliver Charges 16.67% on (15)	4609
17	TOTAL (15)+(16) COST PER PERSON PER MONTH	32256

- The contractor shall duly register himself with the Pune District Security Guard Board and shall ensure that all the guards provided by the contractor have duly applied for the exemption under the Section 23 of the Maharashtra Private Security Guard (Regulation of Employment & Welfare) Act, 1981. The contractor shall scrupulously follow all the provision of the said Act and shall ensure that the guards are offered wages and other terms and conditions of service which are equal to or better than those prescribed by the Pune District Security Guard Board.
- Within a period of one month immediately on the receipt of the Service Order, such contractor shall apply for and get exemption of the guards (Security Supervisors) under the. Exemptions are granted by the State Government subject to the conditions which may be prescribed under the said Act.



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4. During contract period applicable Administrative Charges on the Basic + V.D.A shall be payable at actual by the contractor under the Maharashtra Private Security Guard (Regulation of Employment & Welfare) Act, 1981 to the Pune District Security Guard Board.
5. It is the sole responsibility of the contractor for taking & executing necessary license, registration, exemption & approval under the applicable laws in force in India in relation of providing security service at MNGL. Non-compliance of which causes termination of contract.
6. At the cost of the service provider, a "Field Officer" will be appointed for each location and such supervisor shall visit MNGL office / station every week and provide feedback / report to MNGL HR department for the adherence of scope of work.
7. MNGL will require separate bills / invoice for each location of Maharashtra state i.e. Pune / Nashik & Sindhudurg and also for Ramanagara in the state of Karnataka which needs to be submitted at the respective MNGL office at each location, along with the necessary compliance documents.
8. The Contractor will be paid service charges as applicable. The Contractor will submit his monthly bills in the following month. The company will endeavor to settle the monthly bills after due verification within 15 working days of receipt of the bill. The Company reserves the right to withhold / deduct such amounts from the monthly bill at its sole discretion equivalent to or covering the wage payment not paid / short paid / not properly calculated and paid to their workmen by the Contractor. **Settlement of monthly bill shall not be construed by the Contractor as a pre-condition for settling the wage payment to their workmen/ employees.**
9. **Salary/ wages must be paid to all the employees deployed at MNGL on or before 07th day of every month. Salary/ wage payment should be paid only by RTGS/NEFT transfer. No cash payment will be accepted. The proof of last month payment must be attached to each monthly bill. Salary payment to the employees deployed in no way should be connected to the bill submission and bill payment.**
10. Overtime (OT):
 - a) In case of Festival Holidays defined under the Shop & Establishment Act of the respective state, OT shall be payable as per the applicable labour laws and records to that effect shall be maintained and submitted by the contractor to the MNGL along with the monthly bill for the reimbursement.
 - b) In case of daily required manpower is not available on any day due to the reason of absent or leave or where replacement required and contractor fail to provide the same or non-availability of the relieving person, in such exigencies,



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OT if any must be paid by the contractor only and a record of such OT must be maintained separately as per the applicable labour laws.

- c) Except OT on the above mentioned National Holidays, all other OT shall be paid by the contractor only and the same must be intimated to the station in-charge and OIC in writing immediately.
11. Provision of the Reliever is made in the contract and 1/6th of the total strength additionally shall be provided by the contractor round the clock and on all the days in the calendar month. Contractor shall be responsible for the attendance record and payment of wages on regular basis and records to that effect shall be submitted by the contractor with the monthly bill.
12. The Contractor will be responsible for providing **protection to the company's staff, equipment and inventory held in MNGL office / CNG Stations and to guard company property in and around the office / CNG Stations**. The manpower so deployed by the Contractor will keep a record of all the visitors & of the office / CNG Station. In case of any theft or pilferages, loss or other offences at the site/station/office, the contractor will investigate and submit a comprehensive report to MNGL and maintain liaison with the local police and the responsibility of lodging the FIR wherever necessary and further follow up with the concerned police station will be of the contractor.
13. The Contractor would render all possible and necessary assistance in the event of fire. The manpower deployed should be well verse in fire-fighting activities. The contractor should have their own training center to train the people before deploying them as a watch and ward and security personnel. Contractor should also have to handle any adverse situation at the station/duty place when any help is asked by any officials on duty.
14. **The deployed manpower will function under overall control and be accountable to the Company's Administration Manager**. The Contractor will keep the Administration Manager or the senior most officer available at the office, informed on all intelligence / information concerning safety and security and liaise with Police and Local Authorities as required in case of unrest, riots, disturbance at the office / CNG Stations and adjoining areas.
15. Each shift must have a **Shift I/C (in-charge) and he should be amongst the watch & ward category** and he will be responsible to Station in-charge for the security/protection activities in that shift at the station/duty place. **Shift I/Cs will maintain the logbook on hourly basis**. He will make the real time entry to the logbook in the case of any incident occurring at the station/duty place and report the same to MNGL office thru his field officer same day/next day (in the case of night).
16. In continuation of clause no. 6) above, Contractor must appoint a suitable "FIELD OFFICER". The field officer of the contractor must visit MNGL office/ station on each Monday and submit the copy of the log sheet maintained by the shift I/Cs and his own report of the last week. In addition the field officer must visit the MNGL



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office on the following morning of every incident took place at the station/duty place without fail along with the comprehensive report.

17. The Contractor will be responsible for maintaining discipline of his staff. The Company would have the right to advise the Contractor to continue / discontinue the services of the Contractor's staff whose service, in the opinion of the Company may be found satisfactory / unsatisfactory.
18. The Contract is on Adhoc basis with an option to extend the same on the same terms and conditions at the discretion of the Company.
19. **MNGL will have the right to terminate the contract** without assigning any reason by giving one-month advance notice in writing.
20. The Contractor will be required to obtain the necessary license as per the Contract Labour (Regulation & Abolition) Act and ensure to follow all guidelines and rules applicable thereof. The Contractor expressly understands and undertakes to maintain all necessary records related to wages, EPF, ESIC, bonus, etc. pertaining to the operations of the watch and ward services and same shall be enclosed with the monthly bill for the inspection, verification and certification by the EIC (Executive-in-charge) / OIC (Officer-in-charge).
21. In case of any theft, burglary and loss of Company's property at site which is attributed to the negligence and / or dishonesty of the Contractor's staff, the **Contractor shall be responsible to make good all the losses within 48 hours of receipt of claim from the Company.** In this regard, decision of the Company shall be considered as final.
22. **In case of any misconduct like found drunk, sleeping on duty, missing from duty place, misbehaving with MNGL staff/general public etc. Penalty shall be levied from the contractor for Rs.1000/- per day per person.**
23. Neither the Contractor nor his representatives will be considered as the Company's employee or an agent and will have no right to represent the Company in any matter whatsoever.
24. **The Contractor will be responsible for providing necessary Uniforms (2 sets minimum), shoes, raincoats, photo badges / ID card, batten / Lathi etc. and all other accessories to his staff for effective performance of his duties at his cost. Non-compliance of which Penalty shall be levied from the contractor for Rs.1000/- per day per person.**
25. **Complete particulars and credentials of the manpower engaged** for the watch & ward service for CNG Stations / Offices would be furnished to the HR Department in the personal file along with the latest photograph, permanent & current residence proof, ID proof etc. of the individual for the MNGL record.



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26. Police verification report must be completed of all the manpower before deployment and submitted along with the respective personal file. In case of permanent replacement of any manpower, prior information with reason shall be given to the HR Department and copy of his personal file must be submitted to the MNGL office.
27. It is presumed that complete antecedents of the personnel employed by the Contractor are checked at his end before employing at the Company's premises pertaining to their health, capability to work for extended hours in various adverse conditions, past records regarding involvement in any criminal case, theft, indulgence in dishonesty, asking favours from outsiders which leads to impairment in discipline and security.
28. The Company would not provide any accommodation facility or transport assistance to the staff for reporting to duty. The Contractor will be responsible for his administrative set up and will use his own stationary / accessories.

No stationary items like registers (visitor / material) / scales / pens will be provided by MNGL. Contractor has to provide all stationary items at his own cost.
29. The Contractor will be responsible for providing all medical assistance and such other fringe benefits as permissible to the staff under any statutory provision.
30. The Contractor would be responsible for all illness / injuries / death or any other benefits / damages claims with respect to his staff.
31. The Contractor will indemnify the Company, its officers and its employees against all claims, demands, actions, proceedings, losses / damages caused, charges and expenses and all other liabilities of whatever nature made, brought against, suffered and incurred by the Company by virtue of or as a result of non- performance or non-observance or non-compliance by the Contractor of any terms and conditions set out in this contract letter and be performed or conserved by him.
32. Income tax will be deducted at source from the Contractor's bill as per the prevailing statutory provisions of Income Tax Dept.
33. In the unlikely event of deployed manpower resorting to stoppage of work, go- slow or causing hindrances / disturbances, the Contractor will have to make alternative arrangements at their own risks and costs.
34. In case of any dispute between M/s Maharashtra Natural Gas Ltd and the Contractor(s) on any of the above referred matters such matters will be resolved under THE ARBITRATION AND CONCILIATION ACT, 1996. Legal disputes if any, would be subject to jurisdiction to Pune Court.
35. **The Contract shall be valid for a period of 2 years commencing from the date mentioned in the Service Order (SO). Depending on the performance of the contractor, the same can be further extended for another 1 year as per SO terms and conditions on mutual agreement.**



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36. Bidder shall possess **an independent EPF, ESIC, PT & GST** in their Firm's name on the date of submission of bid. Copies of the same, indicating the registration no., should be submitted during submission of bids.
37. The contractor shall provide **watch and ward services** by deploying adequately trained and well-disciplined security personnel who shall be **Ex- servicemen** for the safeguard the MNGL office, stations, buildings, moveable and immovable assets, equipment's and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in the company premises.
38. The manpower shall be deployed round the clock in the following **3 shifts of 8 hours** each at MNGL offices and CNG stations for the safeguarding of the premises and other movable & immovable assets of the company:
- | | | |
|----------------------|----------|----------------------------|
| First Shift | : | 7.00 AM to 3.00 PM |
| Second Shift | : | 3.00 PM to 11.00 PM |
| Third Shift | : | 11.00 PM to 7.00 AM |
| General Shift | : | 09:15 AM to 5:45 PM |
39. The contractor shall be responsible for opening/closing of the entire office, cabin and station rooms as necessitated/directed by MNGL on working and closed days.
40. The contractor shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on off days, as the case may be in office or stations.
41. The contractor **shall maintain records of inward and outward** movement of men (MNGL Employees and also regulation of guests and visitors), materials and vehicles, etc. with proper check on the same as per instructions given from time to time by MNGL.
42. The personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert.
43. The personnel shall be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipment installed at MNGL.
44. The contractor shall ensure that the manpower's deputed are healthy and Ex-serviceman must be below 60 years **failing which will attract penalty of Rs.1,000/- per person per day. The contractor will get their antecedents, character and conduct verified. Note that, penalty levied under this clause from the Contractor shall not be transferable/ debit/ recover from the salary / wage payment of the deployed contractual employees.**
45. The full particulars of the personnel to be deployed by the contractor including their names and addresses shall be furnished to MNGL along with testimonials before they are actually deployed for the job.



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46. The contractor shall deploy **trained manpower** in security supervisor service. The contractor shall provide necessary undertaking and documentary evidence in this regard.
47. **A senior level representative of the contractor shall visit MNGL premises at least once-a-week and review the service performance of its personnel.** During the weekly visit, contractor's representative "FIELD OFFICER" will also meet the MNGL officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
48. The contractor shall ensure that any **replacement of the personnel**, as required by MNGL for any reason specified or otherwise, shall be effected promptly without any additional cost to the MNGL. If the contractor wishes to replace any of the personnel, the same shall be complied with prior concurrence of the MNGL at contractors own cost.
49. The contractor shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the MNGL/Govt. of India/any State/or any Union Territory.
50. In addition to the regular service, Contractor shall be abide to provide Security Supervisors during contract period for **any event / function / program organized by the MNGL on the same SOR of this contract.**
51. **The contractor shall be solely responsible for compliance of the provisions of various labour and industrial laws, such as, minimum wages, allowances, compensations, EPF, Bonus, Gratuity, ESI, Workmen / Employee Compensation Policy etc. relating to personnel deployed by it at MNGL or for any accident caused to them and the MNGL shall not be liable to borne any expense in this regard except that of, statutory wages variation and such payment shall be made by the MNGL on receipt of the bill/ invoice to that effect from the contractor.**
52. The contractor shall make payment of wages to its deployed manpower's at MNGL on or before 07th day of each month irrespective of any delay in settlement of its bill by the MNGL for whatever reason. **The contractor shall also be responsible for the insurance of its personnel.** The contractor shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their **re-enactments / amendments / modifications**. In case of any changes in statutory wages, **MNGL will pay the same after the receipt of the invoice** and payment proof to that effect from contractor:
 - a) Maharashtra Private Security Guard (Regulation of Employment & Welfare) Act, 1981
 - b) The Payment of Wages Act 1936
 - c) The Employees Compensation Act, 1923
 - d) The Employees Provident Fund Act, 1952
 - e) The Factory Act, 1948 The Contract Labour (Regulation) Act, 1970



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- f) The Payment of Bonus Act, 1965
 - g) The Payment of Gratuity Act, 1972
 - h) The Employees State Insurance Act, 1948
 - i) The Employment of Children Act, 1938
 - j) The Minimum Wages Act, 1948
 - k) State Labour Welfare Fund Act, 1953
 - l) Ease of Compliance to Maintain Registers under various Labour Law Rules 2017
53. The contractor shall ensure that his staff appointed by them is fully loyal-to and assist the MNGL during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immoveable to the entire satisfaction of the MNGL.
54. In case of any loss that might be caused to the MNGL due to lapse on the part of the personnel discharging his responsibilities will be borne by the contractor and in this connection, MNGL shall have the right to deduct appropriate amount from the bill of the contractor to make good such loss to MNGL besides imposition of penalty. In case of frequent lapses on the part of the personnel deployed by the contractor, MNGL shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
55. The contractor shall arrange to maintain at the security desk/booth, the daily shift-wise attendance record of the personnel so deployed by it showing their IN and OUT time. The contractor shall submit to MNGL an attested photocopy of the attendance record and enclose the same with the monthly bill.
56. There would be no increase in rates payable to the contractor during the Contract period except reimbursement of the applicable statutory wages revised by the Government Labour Department time to time.
57. An agreement shall be signed with the successful bidder as per specimen enclosed.
58. **No payment shall be paid and penalty shall be levied from the contractor** under clause no. 60, in case the contractor deploys Civilian in place of Ex-Serviceman duty/shift.
59. **Penalty shall be levied from the contractor Rs.1000/- per day per person for the Non-compliance** of any special condition of this contract and scope as a whole is the sole decision of the OIC.
60. Note that, during contract period contractor shall not transferable/ debit/ recover from the salary / wage payment of the deployed contractual employees any penalty levied/ imposed by the MNGL for any non- compliance of the special condition of contract.
61. List of Documents required with monthly bill:
- a) FORM A- Format of Employee Register



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- b) FORM B- Format of Wage Register
- c) FORM C- Format of Register of Loans/Recoveries
- d) FORM D- Format of Attendance Register
- e) FORM E- Format of Register of Rest/Leave/Leave Wages (Not applicable to MNGL)
- f) Labour License
- g) Wage payment proof [RTGS/ NEFT bank statement only]
- h) Labour Welfare Fund return
- i) EPF compliance
- j) ESIC compliance
- k) Bonus compliance

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between MNGL and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

Where ESIC is not payable, contractor shall procure the Workmen / Employee Compensation Policy to cover all the manpower that is excluded from ESIC benefit. Cost of procuring the Employee Compensation policy shall be reimbursed back to the contractor upon submission of policy paper and invoice copy.

62. PRICE REDUCTION SCHEDULE: In the event of failure of the Contractor to mobilize the services within mobilization period at the disposal of Maharashtra Natural Gas Limited or if the services is not acceptable as per the provisions of the Contract, Maharashtra Natural Gas Limited without prejudice to other remedies available under the Contract, shall have the right to exercise any of the following: -

- i) to recover from the bidder price reduction / liquidated damages @0.5% of the estimated contract value per week of delay or part thereof in providing such services subject to a maximum of **5% of the total estimated value of contract**. Both bidder 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 the bidder 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 Maharashtra Natural Gas Limited in the matter of applicability of price reduction / liquidated damages shall be final and binding.
- ii) In addition to above fixed charges on pro-rata basis shall not be payable for the period for which the services was not provided to make alternative arrangement of such services at the sole risk and cost of the bidder and recover such extra costs and expenses from bidder's or from any other amount due to the bidder.
- iii) to terminate the contract in whole or in part thereof by forfeiting the Security Deposit (SD) as per provisions of the Contract.



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Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between MNGL and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.



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(To be made on Rs 500 Non Judicial Stamp Paper)

MASTER AGREEMENT

Between

MAHARASHTRA NATURAL GAS LTD.,PUNE

And

Watch & Ward service Agency -----

THIS AGREEMENT is made and entered into this the _____ (“Effective Date”) by and between Maharashtra Natural Gas Limited, having its registered office at A-Block, Plot No.27, Narveer Tanajiwadi, PMPML Bus Depot Commercial Bldg.,1st Floor, Shivaji Nagar, Pune– 411 005 (“The COMPANY”) party of the One part, and the Watch & Ward service Agency _____ having its registered office the Watch & Ward service Agency _____, which expression unless repugnant to the context or meaning thereof shall mean and include its successors, legal heirs or assigns; party of the other Part.

WHEREAS ‘the Watch & Ward service Agency’ is engaged in providing Watch & Ward services to various other companies, bodies corporate, firms etc. and has sent their Bid to the Company for rate contract for a period of 2 years for providing Watch & Ward Services.

WHEREAS the Watch & Ward service Agency understands and is fully aware about the existence of Private Security Agencies (Regulation) Act, 2005 and any other Acts / rules relating to Private Security Guards applicable to the State of Maharashtra and has assured the COMPANY that they have /will obtained/ obtain registration under the said Act and are following the provisions of the Acts / rules applicable there under. The Watch & Ward service Agency also assures the COMPANY that its guards are fully trained and qualified for providing the services to the COMPANY.

Whereas based on the above representations, warranties and assurances and compliances and subject to above mentioned pre-conditions and compliances by the Watch & Ward service Agency, the COMPANY agrees to engage the Watch & Ward service Agency to provide Watch & Ward Services and the Parties hereto enter into this agreement on following terms & Conditions contained herein, and intending to be legally bound, the Parties covenant and agree as follows:

I. DEFINITIONS

As used in this Agreement, the following words and phrases shall have the following meanings. All words and phrases defined in this Section I. shall appear in initial capital letters throughout this Agreement indicating that each has a special meaning defined herein.



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- A. "Day" or "day" refers to a 24 hour period from midnight to midnight. All reference shall be to a calendar day, not a workday.
- B. "Service Order" is defined as a standard THE COMPANY Service Order which shall be employed or this Agreement exclusively for administrative and billing purposes.
- C. "Services" is defined as those services provided by the Watch & Ward service Agency as described in Exhibit A or in a future Statement of Work.

II. SERVICES

- A. During the term of this Agreement, the Watch & Ward service Agency shall perform the Services set forth in the attached Statement of Work marked Exhibit A. Also, the parties contemplate that "The COMPANY" may engage the Watch & Ward service Agency to perform additional assignments, each of which prior to commencement must be approved in writing by the COMPANY and the Watch & Ward service Agency and detailed in a separate Statement of Work incorporating this Agreement and shall be attached hereto as an Addendum. The Watch & Ward service Agency agrees that no other services shall be provided to "The COMPANY" that would cause the COMPANY to incur any additional fees without the prior consultation and written approval of The Company's Manager – Human Resources pursuant to Section XVI., Subsection D of this Agreement. It is understood that the Watch & Ward service Agency may be one of a number of Agencies who are being engaged to perform the same or similar Services.
- B. The Watch & Ward service Agency is not authorized to commence work until this Agreement has been fully executed. "The COMPANY" shall incur no obligation to the Watch & Ward service Agency to pay for work performed on Services prior to the date of issue of this Agreement. To the extent that the Watch & Ward service Agency chooses, even at the COMPANY urging, to commence work in advance of receipt of a fully executed Agreement, the Watch & Ward service Agency does so at its own risk.

C. Assumptions with regard to the Services are as follows:

- i) As part of any Statement of Work for Services, the technical specifications and service levels set forth in **Exhibit A** or additional Statements of Work hereto shall be utilized and provide a standard by which "The COMPANY" shall assess the Watch & Ward service Agency's performance. In areas where no specifications or service levels are provided, the Watch & Ward service Agency shall use standard industry solutions which meet or exceed the requirements of the specific Services, and which result in the lowest cost consistent with those requirements.
- ii) Except as specifically set forth in Exhibit A or additional Statements of Work hereto, the Watch & Ward service Agency shall be free to exercise its discretion as to the method and means of performance of the Services in order to minimize cost, consistent with the applicable Quality provisions herein.



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D. Acceptance or Rejection of the Watch & Ward service Agency Personnel.

The Watch & Ward service Agency shall have sole control and power over his employees and the same shall rest and vest with the Watch & Ward service Agency alone and the COMPANY shall not exercise any control. However, in the event, the "COMPANY" representative is of the opinion that any of the employees of the Watch & Ward service Agency is guilty of behavior prejudicial to the Code of conduct of the COMPANY or work assigned or any other interest of the "COMPANY", then the "COMPANY" shall inform its concern in writing to the Watch & Ward service Agency. The Watch & Ward service Agency shall, pursuant to receipt of such information, shall immediately within three days hold the appropriate enquiry in the matter and take appropriate action including termination of the employee.

E. Watch & Ward service Agency personnel:

- i) The Watch & Ward service Agency is prohibited from hiring any past or present employee of the "COMPANY" for purposes of providing Services under this Agreement without prior written consent from the "Company's" Manager– Human Resources. Likewise, during the period of Services are being provided, the "COMPANY" agrees not to hire Watch & Ward service Agency's employees working directly or indirectly on Services without prior written consent from the Watch & Ward service Agency representative for the period of the Service.
- ii) The Watch & Ward service Agency agrees and undertakes that all personnel deployed by it hereunder shall be their employees and no such personnel shall have any claim or right of employment or otherwise against the Company, the Watch & Ward service Agency agrees that the Watch & Ward service Agency and the persons employed by the Watch & Ward service Agency cannot in any way invoke the employer-employee relationship with the Company and that the Watch & Ward service Agency will be solely responsible for affecting all types of legal dues and payment due to its employees. The Watch & Ward service Agency shall make this clear to its personnel and shall enter into a separate agreement in its own name with all personnel, the Watch & Ward service Agency has agreed to produce all the necessary documents and the records maintained by it under all applicable laws, as and when called upon by the concerned Officer / Authorities of the Company the Watch & Ward service Agency's employees shall in no sense be considered employees or agents of the COMPANY, nor shall they be entitled to or be eligible, by reason of the contractual relationship hereby created, to participate in any benefits or privileges given or extended by THE COMPANY to its employees. The Watch & Ward service Agency's employees shall have no authority to act on behalf of The "COMPANY" and shall have no authority to bind the "COMPANY" in any contractual relationship unless authorized in writing in advance by the "Company's Manager – Human Resources.
- iii) The Watch & Ward service Agency shall be solely and exclusively liable for all legal compliance & all statutory payments throughout the period of this



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agreement and also the dues and terminal benefits on expiry or termination of this agreement to his employees, in all categories, including salary, wages, bonus, provident fund, gratuity, maternity benefits, and any other contributions prescribed by law and compensations under Industrial Disputes Act, Employees Provident Funds and Miscellaneous Provisions Act, Minimum wages Act, Payment of wages Act. **Employees' State Insurance Act**, Employees Workmen's Compensation Act, Employees' Pension Scheme and all other applicable labour legislations, rules, circulars, notifications etc. The Security Agency shall be solely liable to face civil or criminal action that the Government, Municipal, local authorities or private persons/firms may take against him, and shall indemnify and pay on demand without demur and save loss to the "COMPANY" in case the COMPANY is required to pay the same or the COMPANY is made a party to such proceedings and the COMPANY shall recover from the Watch & Ward service Agency all costs, fees, compensations and damages paid, loss suffered or penalties paid by the COMPANY and/or its officer/s in all types of complaints, petitions, claims, actions, proceedings, hearings, etc.

The Watch & Ward service Agency hereby agrees that it shall comply with and observe all the existing provisions of the Contract Labor (Regulation and Abolition) Act, 1970, Minimum Wages Act, 1948, Employees' Provident Funds and Miscellaneous Provisions Act, 1952, Payment of Bonus Act, Payment of Gratuity Act, Employees State Insurance Act and such other statutory enactments, rules and regulations, circulars stipulated / issued by the state and / or Central Government or local body force / coming into force from time to time.

The Watch & Ward service Agency shall be solely responsible to obtain due permissions, registration licenses under applicable statutes & maintain all registrations & records stipulated under relevant Act / Law.

The Watch & Ward service Agency shall be solely responsible and liable for any non- compliance of any laws, regulations and notifications. The Watch & Ward service Agency hereby indemnified and keeps indemnified the Company against any expense, costs, losses, damages, penal actions or otherwise that the Company may suffer or incur in this regards.

The Watch & Ward service Agency agrees to inform the Company immediately in writing in case the registration / exemption application is rejected by the State Government/ the appropriate authority.

Safety Precautions:

The Watch & Ward service Agency shall observe and follow all the safety rules / regulations and shall take every precaution that no accident or cause of threat to life and property takes place while executing the work assigned under this Agreement. In the event of any accident taking place and if the "COMPANY" is to suffer any loss or damage of any nature then the Watch & Ward service Agency shall indemnify and



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keep the "COMPANY" indemnified against any loss/damage that may be suffered by the "COMPANY". The Watch & Ward service Agency shall ensure that his employees do not enter in any other area/s other than workplace under this agreement and shall further be responsible for all the acts, deeds, actions of his employees.

If the Watch & Ward service Agency fails to comply with any of the Labour Legislations as may be applicable and if the "COMPANY" has to suffer any loss, damage, expense, in respect thereof, then the Watch & Ward service Agency shall indemnify and keep the "COMPANY" indemnified against such loss, damage, expense, etc.

III. WARRANTIES; SERVICE LEVELS & PENALTIES

- A. The Watch & Ward service Agency warrants and represents that the Services to be provided under this Agreement shall be given by the Watch & Ward service Agency solely in consideration for the fee(s) stated herein, with no expectation for any additional compensation unless expressly agreed to in writing by the parties.
- B. The Watch & Ward service Agency represents and warrants that it shall use its best efforts to perform the Services in the most cost-effective and efficient manner consistent with the required level of quality.
- C. The Watch & Ward service Agency warrants that the Services, product and/or materials provided under this Agreement shall conform with all the specifications for such Services to which the parties agreed to in writing or, if not in agreed to in writing, then as represented by "the Watch & Ward service Agency" prior to the "COMPANY" being provided the Services.
- D. The Watch & Ward service Agency has further agreed that in the event of its services not being up to the mark the COMPANY reserves its right to deduct part/full of the amount as deemed fit, from the monthly bills or otherwise due to the Watch & Ward service Agency, without prejudice to right of the COMPANY to terminate the agreement under clause V of this Agreement.
- E. The Watch & Ward service Agency shall submit its statutory compliance report supported by the evidence of compliance along with the monthly bill.

IV. TERM

The Parties agree that the initial term ("Term") of this Agreement shall be for 2 years , commencing from AND terminating on i.e. at the end of the 2 years period unless extended or terminated sooner in accordance with the provisions of this Agreement. Despite the termination or expiration of this Agreement, its terms shall remain in affect as to the any one or more Statements of Work whose term extends beyond the termination or expiration of this Agreement. Such Statements of Work may either expire according to their terms or be terminated in accordance with Section V.



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V. TERMINATION

- A. Termination for Cause. If Watch & Ward service Agency is in material breach of this Agreement and fails to adequately cure such breach within thirty (30) days after notice thereof, the MNG/Company may terminate this Agreement immediately if the breach is not cured within 30 days mentioned above. The Watch & Ward service Agency shall be paid for the Services rendered according to the terms of this Agreement up to the date of termination.
- B. In the event of termination of this Agreement for cause, at the "COMPANY" request, the Watch & Ward service Agency shall continue to provide the Services outlined in this Agreement on the same terms set forth herein for a period of not more than One (1) month ("Transition Period"). The Transition Period shall be utilized to enable the "COMPANY" to contract the Services to a third party.

VI. INVOICES, PAYMENT TERMS, SERVICE ORDERS AND TAXES

- A. The Watch & Ward service Agency shall raise a Monthly invoice in the name of MAHARASHTRA NATURAL GAS LIMITED and send it by the 5th of the month at the following address.

General Manager (HR),
Maharashtra Natural Gas Limited
Pride Purple Coronet, 4th Floor,
Above Bata Showroom,
Baner Road, Baner,
Pune, 411045
Tel. No. 020-25611000

- B. Payment shall be released within 45 days from date of receipt of a detailed Bill together with the relevant proofs of payment. The bill shall indicate the number of persons actually employed during the period, number of hours worked and overtime paid.

All payments to the Watch & Ward service Agency shall be made subject to deduction of the Income-tax at source as per the rates applicable from time to time. Further, the Watch & Ward service Agency shall raise the Invoices indicating therein all cesses, taxes and duties separately along with relevant registration No. as may be prescribed by the Law.

VIII. ACCOUNTABILITY

The Watch & Ward service Agency accepts responsibility and agrees to be accountable for the handling of the Companies trade secrets, all business, technical, manufacturing, marketing, sales, financial or other confidential and proprietary information and know how (collectively referred to herein as "Data") and for controlling access to the same. Any violation or failure to meet the guidelines below would be cause for termination of this Agreement.



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IX. CONFIDENTIALITY

- A. Each party (for purposes of this Section, the "Recipient"), agrees to hold in confidence and keep confidential the Confidential Information (defined below) disclosed by the other party (the "Disclosing Party").

In this Agreement, the term "Confidential Information" shall mean all information relating to the management, operations, products and intellectual property of the Disclosing Party, including, without limitation, any and all information relating to inventions, trade secrets, know-how, designs, samples, processes, product performance data, supplier lists, customer lists, financial data, marketing information and computer programs.

- B. Exceptions for Confidentiality. Nothing in this Agreement will prevent the Recipient or the Recipient's employees from making use of or disclosing any Confidential Information disclosed to them by the Disclosing Party:

- (i) which is or becomes generally available to the public through no breach of this Agreement or any other obligation of the Recipient or the Recipient's Agents to the Disclosing Party;
- (ii) of which the Recipient or the Recipient's Agents had knowledge before the date of this Agreement, as evidenced by competent proof, unless the same was disclosed to the Recipient or the Recipient's Agents by the Disclosing Party;
- (iii) of which the Recipient or the Recipient's Agents obtained knowledge from a third party, as evidenced by competent proof, unless such third party obtained such Confidential Information in violation of any duty of confidence owed to the Disclosing Party;
- (iv) which is independently developed by the Recipient as evidenced by competent proof, without in any way using the Confidential information of the Disclosing Party and without the aid or utilization of the personnel involved in the performance of this Agreement, or
- (v) which is required to be disclosed pursuant to law or a rule, regulation, policy or order of a governmental authority having jurisdiction or pursuant to a final order or judgment of a court of competent jurisdiction and in such case the parties will cooperate with one another to obtain an appropriate protective order or other reliable assurance that confidential treatment will be afforded to such Confidential Information.

- C. **Use and Distribution of Confidential Information.** Confidential Information shall only be released to the Recipient's Agents on a need to know basis, and the Recipient shall establish procedures to ensure that the Confidential Information is restricted in release to the smallest number of the Recipient's Agents who are authorized and have a need to know and use the information of the Disclosing Party.



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- D. **Non-Disclosure of Agreements.** Except as may be required by law or applicable securities regulatory authorities, neither party will make public the existence of this Agreement or the bid details leading to or pursuant to this Agreement without the written consent of the other party, as provided by the publicity provisions of this Article.
- E. After termination or expiration of this Agreement, the Watch & Ward service Agency will destroy or return to the "COMPANY" all Confidential Information, materials, data and documents provided to the Watch & Ward service Agency by the "COMPANY" and the material developed pursuant to Service Orders under this Agreement.

X. INDEMNITY and HOLD HARMLESS

It is expressly agreed and understood that, to the fullest extent permitted by law, that the Watch & Ward service Agency shall indemnify, protect, defend, and save harmless the COMPANY, its officers, agents, employees on demand without demur from any and all liabilities, penalties, costs, losses, damages, expenses, causes of action, claims judgments or any demands whatsoever, including prejudgment interest, attorney's fees, expert witness fees and all other expert and professional fees and expenses ["Claims(s)"], based on or resulting from any personal injury, including, but not by way of limitation, bodily injury, emotional injury, sickness or disease, or death to any person including but not limited to agents employees of the "COMPANY" or damage to property of anyone (including loss of use thereof), which injury, sickness, death or damage results from, arises out of or is in any way connected with the performance of this Agreement or the Services. the Security Agency's "obligation under this paragraph shall apply whether the Claim is caused or alleged to be caused by any active or passive act or omission of the Watch & Ward service Agency, the "COMPANY" or other party indemnified hereunder, provided however, that the Watch & Ward service Agency shall not be obligated to indemnify for those Claims which arise from the sole negligence or willful misconduct of the "COMPANY" or its agents. In Claims against any person or entity indemnified under this paragraph by an employee of the Watch & Ward service Agency, any one directly or indirectly employed by the Watch & Ward service Agency or anyone for whose acts "the Watch & Ward service Agency may be liable, the Watch & Ward service Agency's obligations under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Watch & Ward service Agency under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts. The foregoing and any other provision of this Agreement notwithstanding, the Watch & Ward service Agency shall be solely liable for any injury or death to employees or sub contractors of the Watch & Ward service Agency or damage to the Watch & Ward service Agency's" property occurring on the "COMPANY" premises for any reason.

XI. INSURANCE

The Watch & Ward service Agency shall insure for the following risks:



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- i) Insurance for employees' health and or accidental injury, death etc.
- ii) Insurance against Workmen Compensation. For payment of compensation to employees of the Watch & Ward service Agency arising out of accident, if any.

XII. CONDUCT WITH OTHERS

Conduct with others means treating each other with dignity and respect. Each employee shall respect the feelings of others. We shall treat other employees the way other employees want to be treated. We should treat every employee, customers and suppliers, with dignity and respect no matter whether the person reports to us, is our supervisor, a co-worker, customer, the Watch & Ward service Agency or supplier.

Each employee should have respect for others. This means that each of us must try to understand the different backgrounds and ways of thinking of our people. This spirit is required for the "COMPANY" to succeed as a COMPANY. Disrespect causes conflict and hard feelings that take time and energy away from our work. We cannot afford this loss of productivity.

Each employee should realize that as a COMPANY, we are committed to giving women, people of color, people with disabilities, and others regardless of national origin, age, religion or sexual orientation, an equal opportunity in our workplace. We are also committed to acting affirmatively to ensure that, like everyone else, they are treated with respect.

XIII. DISPUTE RESOLUTION

In the event of a dispute under this Agreement the affected parties shall attempt to resolve the issues through discussions between the parties' representatives within a period of thirty (30) days.

In the event they are unable to successfully come to a resolution, the matter shall be referred to a single Arbitrator agreed by both the Parties. The Place of Arbitration shall be at Pune (India). The Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996.

XV. REPRESENTATIONS AND OBLIGATIONS

A. Each party represents to the other that the execution, delivery and performance of this Agreement have been duly authorized.

B. The "Watch & Ward service Agency" shall comply with all State / Central Government Acts, Rules, Regulations, Notification, Circulars, Press Notes, Trade Notices, etc. as may be applicable to the Watch & Ward service Agency/Contract from time to time.

XV. MISCELLANEOUS



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- A. **Governing Law and Venue.** This agreement shall be governed and construed according to the laws of India. All judicial proceedings shall be subject to the jurisdiction of Courts at Pune (India).
- B. **Extended Meanings.** In this Agreement, words importing the singular number include the plural and vice versa and words importing gender include all genders. The word "person" includes, subject to the context in which it appears, an individual, partnership, association, body corporate, trustee, executor, administrator or legal representative.
- C. **Notice.** Any notice, demand or other communication required or permitted to be given to either party shall be in writing and shall be:

- (i) Personally delivered to such party;
- (ii) Sent by prepaid overnight courier; or
- (iii) Sent by certified mail, return receipt requested.

Any notice, demand or other communication given pursuant to Subsections (i), (ii) and (iii) above shall be delivered or sent to the intended recipient at its address below:

If to THE COMPANY:

General Manager (HR),
Maharashtra Natural Gas Limited, Pride Purple Coronet, 4th Floor, Above Bata
Showroom, Baner Road, Baner, Pune, 411045
Tel. No. 020-25611000

If to the Watch & Ward service Agency:

Any party may from time to time change its address by written notice to the other party given in accordance with the provisions hereof.

Any notice, demand or other communication delivered in accordance with Subsections (i), (ii) or (iii) above shall be deemed to have been received on the day of its delivery.

- D. **Waiver and Amendment.** No amendment or waiver of this Agreement shall be binding unless executed in writing by both parties. Only the Company's legal / Human Resources is authorized to sign such amendments or waivers on behalf of the COMPANY. No waiver of any of the provisions of this Agreement shall constitute a waiver of any other provision (whether or not similar) nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.
- E. **Severability.** Any provision in this Agreement which is held to be illegal or unenforceable shall be ineffective to the extent of such illegality or unenforceability



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without invalidating the remaining provisions and any such illegal or unenforceable provision shall be deemed to be restated to reflect as nearly as possible the original intentions of the parties in accordance with applicable law.

- F. **Compliance with Local Rules.** While at the COMPANY locations, the Watch & Ward service Agency and the Watch & Ward service Agency's Agents shall comply with reasonable requests, standard rules and regulations of the COMPANY regarding personal and professional conduct.
- G. **Force Majeure.** Neither party shall incur liability to the other for delay in performance or for failure to perform under this Agreement if due to causes beyond its control, including, but not limited to, acts of God, acts of war, fire, riot, epidemics or intervention by any governmental authority, and each party shall take steps to minimize any such delay.
- H. **Engagement Management.** The overall engagement and performance of Services shall be managed by and under the direct supervision of _____. The Agreement 'owner' and primary contact at the COMPANY shall be _____.
- I. **Survival.** The following sections shall survive the termination and/or expiration of this agreement: confidentiality, indemnity and hold harmless, governing law, dispute resolution, intellectual property, warranties, and all subparts of this Section XVI.
- J. **Limitation of Liability.** NA.
- K. **No License.** Other than the express licenses granted in this Agreement, if any, no license, express or implied, by estoppels or otherwise, is granted to any intellectual property that is now or may hereafter be owned by a party by the disclosure of Confidential Information under this Agreement.
- L. **Assignment.** Watch & Ward service Agency shall not assign or subcontract this Agreement or any interest, obligation, payment or rights hereunder without the prior written consent of the Company. Only the COMPANY's Chief Manager. - Human Resources can approve subcontractors for Services.
- M. **Counterparts.** This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one single agreement between the parties.
- N. **Transfer of Knowledge.** Upon the request of the "COMPANY", the Watch & Ward service Agency shall carry out the prompt and efficient transfer to THE COMPANY and/or any supplier identified by the COMPANY of knowledge and information unique to this Agreement and associated with the Services.
- O. **Right to Audit.** The COMPANY reserves the right to audit compliance with the implementation of any and all aspects of this Agreement and to require the Watch & Ward service Agency's" documentation of its processes to the extent of such processes may impact the accuracy of the COMPANY financial reporting. This



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includes the right to hire and assign independent auditors to review compliance on behalf of the COMPANY. Refusal to allow or cooperate with such an audit will be considered grounds for termination for cause under Section V.

P. Liquidated Damages:

It is expressly agreed by the "the Watch & Ward service Agency that supply of the Products/ services of exact quantity, quality and on time delivery is the essence of this contract and that in the event of failure to meet these parameters and if such failure is not corrected within a week from the date of receipt of information by the Watch & Ward service Agency, then THE COMPANY reserves the right to levy the liquidated damages on the Agency equal to a maximum of 1 month payment due and payable to them.

Q. Special Condition of Contract:

The Special Condition of Contract (SCC) shall form part of the Master Agreement and in case of any contradiction between the SCC and Master Agreement, the SCC shall prevail.

R. Entire Agreement. This Agreement contains the entire agreement between the parties, and supersedes all previous negotiations, letters of intent, letter contracts, writings, agreements and understandings, if any, heretofore had between the parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

MAHARASHTRA NATURAL GAS LIMITED

(Authorized signatory)

Witness

(Signature)

(Signature)

The Watch & Ward service Agency

(Authorised Signatory)

Witness

(Signature)

(Signature)



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EXHIBIT A

Statement of Work

Services & Service Performance Targets

Scope:

- (a) To ensure that the COMPANY's movable and immovable properties, of every description inter alia, including Company's premises, at Pune / Nashik / Sindhudurg / Ramanagara Geographical Area (GA) and all other location of every description inter alia, including premises, machineries, furniture and fixtures, stores, secret documents, drawings, software etc. located at the all the Company's' location at Pune / Nashik / Sindhudurg / Ramanagara Geographical Area (GA) and elsewhere, are guarded and appropriate security is provided to ensure that the property of every description owned and lying on the aforesaid Company premises is not damaged, stolen or removed without the permission of appropriate authority of the COMPANY and that Service Agency shall provide appropriate Watch & Ward service arrangement to ensure that the nature and intent of this Agreement is carried out to the fullest execution and satisfaction of the Company.

Description of Services:

- A) They will ensure that no movable property of any description owned / on the premises of the Company is stolen or damaged or lost or the same is not moved out of the Company by any person without authority and permission of MNGL Authority.
- B) They will ensure that no immovable property of any description owned by the Company is damaged or attempted to be damaged by any person and / or outside vehicle. In the event of any damage to any immovable property of the Company, and/or part thereof, including without limitation fence wall etc., the Authorized person of the Watch & Ward service Agency employees on duty at such time,
- C) They shall report such event immediately to the Company's designated Authority. Unless, the MNGL authority, under such circumstances, gives its decision about recovery or otherwise, the Guard or Authority of the Watch & Ward service Agency shall not allow the person/s and / or vehicle to leave the premises of the Company.
- D) They will ensure that no person other than authorized person enters the premises of the Company. In case, any unauthorized person is traced by guard on the Company premises, the Watch & Ward service Agency personnel will immediately report it to the appropriate authority of MNGL. Unless permitted by MNGL Authority, such person/s shall not be allowed to move within the premises by the Watch & Ward service Agency personnel without consent of MNGL Authority.
- E) They will ensure that vehicles of the Company, Company employees and visitors be parked separately at designated places and vehicles accessories and parts thereof are not damaged / stolen.



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- F) They will ensure that only authorized vehicles are plying in the Company premises and shall not allow Drivers, cleaners, helpers etc. coming with vehicles to roam around or enter the office premises or such other restricted places, within the Company premises.
- G) Any person not being an employee of the Company seen on the premises without identity card or Visitor's Badge shall be escorted by the Watch & Ward service Agency employees till such person leaves the premises unless such person has been specifically permitted by Company authority to enter the premises of the Company.
- H) Any person, seen on the premises without identity card or Visitor's Badge shall be escorted by the Watch & Ward service Agency employees to the Office. The Watch & Ward service Agency shall immediately inform MNGL Authority about such incidence and take further directions about the same from the concerned MNGL Authority or other Company official.
- I) They will make consistent and periodic (hourly) rounds and shall patrol the Company premises to ensure adequate safety and security of the entire premises and property of every description therein.
- J) Supervisor/s of the Watch & Ward service Agency shall have separate identification and shall ensure that each of the Guard/s is carrying out his/her duties properly and diligently.
- K) the Watch & Ward service Agency guards shall submit daily reports to the Watch & Ward service Agency Officers and the Watch & Ward service Agency Officers / representative shall submit such reports to MNGL Authority on day-to-day basis including reports about any untoward event, experience, abnormal observations related to the movement of any person/s, material, and / or vehicle within or around the Company premises, indiscipline behavior of any person on the premises. A format of the daily report covering above mentioned areas shall be designed by the Watch & Ward service Agency in consultation with the MNGL Authority.
- L) They will not consume tobacco, or liquor or drugs in any form while on the premises of the Company.
- M) They will immediately report to MNGL Authority about any suspicious movement of material, vehicles, documents, person to avoid any untoward situation.

Service Level Targets and Performance Metrics:

- A. It is expressly understood and agreed that the Guards posted on the premises of the Company shall require reasonably different types of skills, qualifications and ability. Therefore, it will be sole responsibility of the Watch & Ward service Agency to provide appropriate number of Guards having adequate qualifications and competency to carry out their duties and responsibilities effectively and diligently. The Company will indicate its requirements to the Watch & Ward service Agency from time to time.



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- B. The Company may from time to time inform the Watch & Ward service Agency in writing of its requirements for specific functions and activities relating to services to be rendered by the Watch & Ward service Agency and the Watch & Ward service Agency agree to comply with the same.
- C. As regards the Guards to be posted on the premises of the Company, the Watch & Ward service Agency shall ensure that –
- (i) All Supervisors shall be Ex-serviceman (as per Scope of Work) and possess experience & competence to undertake the services hereof and shall be medically, physically and mentally fit to carry out duties as an efficient Supervisor.
 - (ii) All Security Supervisor should be in the age group of below 58 years. Further, any relaxation in age shall be subject to the approval of MNGL.
 - (iii) The Security Supervisor are provided with appropriate Uniforms, shoes, safety equipments, wooden stick, torch etc.
 - (iv) All Security Supervisor must be aware as to how to communicate effectively on telephone and should be provided with mobiles with adequate training to operate such equipments etc.
 - (v) All Security Supervisor have to be punctual and shall behave in disciplined manner under all circumstances.
 - (vi) All Security Supervisor are trained in providing First Aid, fire fighting operations, use of fire tender and the Fire Hydrant system and having a permanent Driving Licence. They should also be trained in attending and facing emergency duties including the thefts and unrest labour situation including inbuilt competencies to face situation under militancy.
 - (vii) All conditions as specified in the Act issued under the Private Securities Agencies (Regulation) Act regarding Training, Police Verification, Physical requirements etc. of the guards are compiled with as stated in the said Act or such other schedules and conditions as may be directed by the State Government from time to time.
 - (viii) They shall not accept any gift or reward in any shape or form which would create conflict of interest as regards their duties towards the Company.

In addition, based on requirement no. of Watch & Ward personnel can be increased / decreased and communication to this effect will be given to the Watch & Ward service Agency by _____

1. The Watch & Ward service Agency shall annex its performance report to the monthly bill duly approved by MNGL Authority from time to time. In addition to a normal performance report it will also evidence the developmental areas related to the Security system, executed during each month as against the expectations of MNGL. In the absence of such report to the satisfaction of the Company, it will be presumed that the Watch & Ward service Agency has failed to perform its duties hereunder. the Watch & Ward service



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Agency has further agreed that in the event of its services not being up to the mark, the COMPANY reserves its right to deduct part/full of the amount, as deemed fit, from monthly bills or otherwise due to the Watch & Ward service Agency without prejudice to right of the COMPANY to terminate the agreement under clause V of this Agreement. This action will be taken by the Director Commercial/ Chief Manager H.R., on the basis of the reports from the MNGL Authority.

In addition to the above performance report, the Watch & Ward service Agency shall submit its statutory compliance report supported by the evidence of compliance along with the monthly bill.

2. The Watch & Ward service Agency has agreed to engage and deploy such number of Security Supervisors as are sufficient to carry out the duties and responsibilities under this Agreement and pay them according to the provisions of Minimum Wages Act, 1948 or any other similar applicable enactments. The Watch & Ward service Agency shall submit documentary evidence of such payment along with its monthly bills. In the event of the Watch & Ward service Agency not providing sufficient Number of Security Supervisor /employees to the Company to carry out duties and obligations undertaken in this Agreement, the Company, shall have the right to deduct such appropriate amount, as it may deem fit, from the monthly bills payable by the Company to the Watch & Ward service Agency. Upon being required in writing by the MNGL Authority, the Watch & Ward service Agency agrees to hold enquiry and if required, to remove any of its Supervisor employed who, in the opinion of the Factory Manager OR Designated Officer, is acting prejudicial to the interest of the Company or who is physically and / or mentally unfit to work or do not meet the desired qualification and experience.
3. The Watch & Ward service Agency has agreed that its guards and employees at work will always wear the uniform in clean and good condition. The Watch & Ward service Agency further agrees that its employees will wear / put on the safety shoes and carry safety equipments while at work in applicable areas.
4. The Watch & Ward service Agency hereby agrees that it shall comply with and observe all the existing provisions of the Contract Labour (Regulation and Abolition) Act, 1970, Minimum Wages Act, 1948, Employees' Provident Funds and Miscellaneous Provisions Act, 1952, Payment of Bonus Act, Payment of Gratuity Act, Employees State Insurance Act, and such other statutory enactments, rules and regulations, circulars stipulated/issued by the state and / or Central Government or local body force / coming into force from time to time.

The Watch & Ward service Agency shall be solely responsible to obtain due permissions, registration licenses under applicable statutes & maintain all registrations & records stipulated under relevant Act / Law.

The Watch & Ward service Agency has agreed to timely payment of minimum wages and other dues of its personnel including special allowance, Bonus, P.F., E.S.I., H.R.A., overtime wages etc. legally due to its employees and has solely undertaken the responsibility in that behalf, as the "Employer".



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The Watch & Ward service Agency shall be solely and exclusively responsible and liable for all statutory payments throughout the period of this agreement and also for payment of dues and terminal benefits as the case may be to its employees in all categories including salary, wages, bonus, provident fund, gratuity, payment benefits, payment under E.D.L.I. Scheme, E.S.I. and any other contributions prescribed by law and compensations under Industrial Disputes Act, E.S.I. Act, Employee Compensation Act etc. The Watch & Ward service Agency shall be liable to face civil or criminal action that the Government, Municipal, local authorities or private persons, firms may take against it and shall immediately indemnify and save loss to the Company in case it is made a party to such proceedings and the Company shall recover from the Watch & Ward service Agency all costs, fees (Including court fees), compensations, and damages paid, losses suffered or penalties paid by the Company and / or its officer/s in all types of complaints, petitions, claims, actions, proceedings, hearings etc.

5. It is made abundantly clear to the Watch & Ward service Agency and agreed and accepted by and between the parties that there is no employee-employer relationship or any other relationship of such nature between the Company and the Watch & Ward service Agency employees. The Watch & Ward service Agency, in its best endeavor and capacity, would maintain harmonious relationship with its employees. The Watch & Ward service Agency shall as an employer have exclusive right to recruit, transfer, terminate its personnel deployed hereunder and such personnel shall subject to the terms hereof, be under direct supervision of and control of the Watch & Ward service Agency.
6. The Watch & Ward service Agency shall keep license under the Contract Labour (Regulation and Abolition) Act, 1970 and other required permissions duly renewed and valid at all times and ensure compliance with all statutory requirements thereof.
7. If any theft takes place or any damage or loss to the movable or immovable property on the premises of the Company is caused due to the negligence of the Watch & Ward service Agency employees or its misbehavior, then the Watch & Ward service Agency shall be solely responsible and liable for the same and keeps the Company indemnified, against such losses, costs, etc. to the Company. The Company shall not be liable for any loss, accident, damage etc. of the Watch & Ward service Agency and its personnel.
8. The Watch & Ward service Agency shall ensure that the services are provided uninterrupted twenty four hours a day and 365 days of the year to ensure that the premises and property of the Company is properly guarded. In the event of the Watch & Ward service Agency personnel going on strike or otherwise disrupt the services hereunder, the Watch & Ward service Agency undertakes to forthwith make alternate arrangements, failing which the Company will be entitled to make its own arrangements and recover any expense towards the same from The Watch & Ward service Agency.
9. The Watch & Ward service Agency shall hold monthly meeting with designated Officers of the Company and understand the issues, problems etc., if any, in regards to this Agreement and minutes of such meetings shall be prepared and signed by both.
10. The Watch & Ward service Agency hereby indemnifies and keeps the Company indemnified against any loss, damages, cost, expenses borne by the Company due to



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negligence on the part of the Watch & Ward service Agency or its guards or personnel deployed by them, as also due to violation of any of the statutory obligation cost on the Watch & Ward service Agency agree to execute due Indemnity bond to that effect separately.

11. It is agreed that the Watch & Ward service Agency shall pay to the Guards the actual remuneration claimed from the Company mentioned in the pricing except the Services charges.



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PART D

7. SCHEDULE OF RATES (SOR) - INSTRUCTIONS



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SCHEDULE OF RATES (SOR) - INSTRUCTIONS

“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