



AAVANTIKA GAS LIMITED
(A JOINT VENTURE COMPANY OF GAIL & HPCL)

CITY GAS DISTRIBUTION PROJECT IN INDORE,
UJJAIN, PITHAMPUR & GWALIOR

**REQUEST FOR QUOTATION
FOR**

Annual Rate Contract for Regular Services and Consumables of Printers
for a period of One (01) Year

RFQ No.: AGL/48/IT/ARC PRINTER/01-2024

ISSUE DATE: 12.01.2024

Schedule of RFQ submission at AGL Head Office and other details:

Important Dates

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|---|-----------------------------------|
| RFQ Issue Date | 12/01/2024 |
| Last Date & Time of Submission of RFQ | 23/01/2024 up to 16.00 Hrs |
| Date & Time of Opening of Un Priced Quotation | 23/01/2024 up to 16.30 Hrs |
| Date & Time of Opening of Priced Quotation | Will BE Informed Later |
| For Query / Clarification CONTACT PERSON at Aavantika Gas Limited: 1) Mr. Himanshu Nigote, Ch Mngr: Mobile – 92000 16005 / Email: himanshunigote@aglonline.net 2) Mr. Himanshu Shrivastava, Mngr, Mobile – 9131099726 / Email: himanshu.s@aglonline.net 3) Mr. Anurag Singh, Engineer: Mobile – 86006 90470 / Email: anurag@aglonline.net cp@aglonline.net 0731-4222520 | |

RFQ (Pages 1 to 5) along with Annexure-1 (SOR):

Prepared By :

Reviewed By :

Verified By :

1. **INTRODUCTION:**

Avantika Gas Limited (AGL) is a Joint venture of GAIL (INDIA) Ltd. & HPCL for implementation of City Gas Distribution (CGD) projects in Indore, Ujjain, Pithampur & Gwalior cities of Madhya Pradesh. Natural Gas is distributed in the form of PNG (Piped Natural Gas) and CNG (Compressed Natural Gas) for domestic, commercial, industrial and automotive sectors.

2. **SCOPE OF WORK:**

- Bidder has to provide supply and service for various makes of 18 Nos Printers as per the estimated supply quantity and frequency of services as indicated in the SOR.
- The estimated supply quantity are based on past experience and may increase or decrease as per site conditions.
- The frequency of services are established based on past experience and may increase or decrease as per site conditions.
- Bidder to quote supply & service charges separately which will be paid as per specified payment terms.
- If bidder misses to quote for any of SOR item(s); then cost of the same shall be considered inclusive in total quoted amount.
- Carry out routine check-up and service for preventive maintenance of all the printer devices installed at all the AGL Office locations and as per SOR.
- Vendor to keep AGL informed in advance regarding his schedule of visit to various locations, signed and submit the service report to AGL OIC.
- Depute Service Engineer for attending / rectifying the faults / breakdown calls: -
 - A. Within 1-2 hrs from complaint registration during 0900 hrs to 1800 hrs without any charges.
 - B. within 4-6 hours during 1800 hrs to 0900 hrs without any charges.
- To rectify any fault in the Printer devices and to replace defective part in the system as per SOR items free of cost covered under ARC period.
- To provide services in working hours, other than working hours, on holidays or in odd hours if required without extra charge to AGL.
- In case of any major functional breakdown in Printer devices, Vendor shall submit detailed root cause analysis report stating the reasons for occurrence of the fault, impact on the device, and suggest corrective measures to avoid such kind of faults in future.
- No extra payment would be made to vendor under this ARC period except physical damage to consumables/spare parts of supplied and installed printing devices.
- All the transportation cost/boarding cost/lodging cost with respect to spare parts replacement-services rendering would be borne by the vendor.

3. **BID EVALUATION CRITERIA:**

The bidder should have successfully executed supply/service contract for Printers or Printers consumables for any established Industry / Company / College / Universities / Firm / Organisation in India having maximum value of Rs. 2,49,875 duly executed in maximum three (03) orders within last 5 years reckoned from the bid due date.

SUPPORTING DOCUMENTS & SPECIAL CONDITIONS:

Bidder has to submit a copy of Order or award (executed within last 5 years reckoned from the bid due date) and its Completion Certificate issued by the Client having cross reference to order of award/Tax invoice with proof of payment and payment advise.

4. EVALUATION AND COMPARISON OF BIDS:

- Bids will be evaluated on overall lowest basis to arrive at the L1 bidder.
- In case where multiple bidders happens to be L-1, then the bidder whose Turnover is higher as per Last Audited Balance Sheet will be given preference for award of 100% work.
- Bidders quoting for part Scope of Work shall not be considered for evaluation and will be liable for rejection.

5. SUBMISSION OF QUOTATION:

PLEASE SUBMIT YOUR MOST COMPETITIVE QUOTATION IN SEALED ENVELOPE COMPLETE WITH ABOVE DETAILS IN SCHEDULES OF RATES(SOR) ATTACHED AS ANNEXURE-1 LATEST BY **23.01.2024 UPTO 16:00 HRS.**

Quotation shall be submitted in two parts as under:

ENVELOPE - 1: UN-PRICED QUOTATION: (Super - scribing Un Priced-Quotation).

- a. Covering Letter with Bidder's Offer Number (Reference Number).
- b. BEC qualifying documents as per Clause no. 3 specified above.
- c. **Copy of SOR with Price Blank marked as "Quoted" against all items**

(TO BE SUBMITTED WITHOUT PRICE and MARKED AS "QUOTED" ONLY).

- d. Sealed and Signed copy of RFQ.

ENVELOPE - 2: PRICED QUOTATION: (Super - scribing "Priced Quotation – Not to be opened with Un-Priced Quotation").

- i. This should contain the Original copy of SOR (Annexure-1) with QUOTED prices.
- ii. Bidder should not modify the format.

Bid of Only Qualified Bidders (As Per Sr. No. 3 : BID EVALUATION CRITERIA) Will be considered for Price Bid Opening

Bidder to note that "Priced Quotation" shall be submitted in sealed separate envelope only. If Priced Quotation is submitted with Un-Priced Quotation / or in Open Condition, then their Quotation shall be liable for rejection.

All the above are to be enclosed in a Sealed Master Envelope super scripted as – "QUOTATION – NOT TO BE OPENED" Name of the Work and Due Date and shall be submitted to –

Contracts and Procurement Department
Avantika Gas Limited
202 – B, 2nd Floor, NRK Business Park,
Vijay Nagar Square, A.B. Road,
Indore (M.P), Pin – 452010
Contact No. 0731-4222520

6. SPECIAL CONDITIONS FOR CONTRACT:

- a. Rates provided by L-1 Bidder in SOR will be remain constant/same for the entire scheduled contract period.
- b. Contract Period will be one year from the date of award of Work order.
- c. This shall be a Rate Contract valid for One (01) year from the date of award of the Contract.
- d. As this being a Unit Rate Contract, procurement shall be done on as & when required intimated through telephonic medium/e-mails.
- e. Delivery period for supply of each consumable shall be within 1-2 normal business working days.

7. COMPLETION PERIOD:

- Completion period shall be One year from the date of issuance of Work Order.

8. SECURITY DEPOSIT:

Within 15 days from the date of award of Work Order, the Bidder shall furnish Security Deposit in the form of DD/BG to be submitted to the PURCHASER, for an amount equivalent to 10% of Work Order value (Excluding taxes & duties). DD/Bank Guarantee will be released after 1 year of expiry of issued work order.

9. PAYMENT TERMS:

Payment shall be made strictly as per below schedule: -

1. Payment will be done at quarterly basis (i. e. after completion of each quarter) after successful completion of supply & services and after submission of GST Complaint Invoices value with taxes and duties will be paid within 15 business working days of SOR Item and on submission of invoice, in duplicate.
2. Payment will be made Only after Successful Completion of supply & services at AGL Head Office matching with the above-mentioned Technical Specification and ensuring technical suitability/feasibility.
3. Payment of Invoices will be certified by OIC (Officer-in-charge).
4. Payment will be made by way of normal banking channels.

10. APPLICABILITY OF LAW & JURISDICTION:

The RFQ shall be governed and interpreted in accordance with the applicable laws of India and Courts at Indore (Madhya Pradesh) shall be exclusive Jurisdiction.

11. PRICE REDUCTION SCHEDULE (PRS):

In case, the vendor fails to complete the work/services within stipulated period then unless such failure is due to force majeure, there will be reduction in contract price @ ½% for each week of delay or part thereof subject to maximum of 5% of Work Order Value (Excluding Taxes and Duties).

In case of delay, the invoices shall be submitted after deducting the price, as above, due to delay. However, PRS shall not be applicable, in case the delay is for the reasons beyond Contractor's control, to be established by OIC (Officer-in-charge).

12. OTHER TERMS & CONDITIONS:

- a) The offer should remain valid for 2 months from the bid due date / extended due date of tender.
- b) The prices once quoted shall not be changed whether resulting or arising out of any subsequent technical / commercial clarifications sought regarding the bid and even if any deviation or exclusion may be specifically stated in the bid.
- c) Bidder is advised to quote strictly as per scope & terms and conditions of bid document and not to stipulate any deviation / exceptions.
- d) Purchaser reserves the right to accept or reject any or all bids received at its absolute discretion without assigning any reason, whatsoever.
- e) Bids complete in all respects should reach on or before the BID DUE DATE AND TIME. Fax / Telegraphic/ E-Mail bids shall be rejected.
- f) The bid shall be liable for rejection in case of change of the proposed manufacturer after submission of bid.
- g) In absence of requisite documents requested by AGL in this Tender, AGL reserves the right to reject the bid without making any reference, what so ever, to the bidder.
- h) The bidder is advised to visit and examine the site of works and its surroundings and obtain for himself on his own responsibility, all information that may be necessary for preparing of

the bid and entering into contract. The cost of visiting the site shall be at bidder's own expenses.

- i) At any time prior to the bid due date, Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bid documents, by issuing corrigendum.
- j) Any corrigendum thus issued shall be part of the Bid documents and shall be notified in writing by email to all prospective bidders, who have received the Bid documents. Prospective bidders shall promptly acknowledge receipt of each corrigendum by email to the Purchaser.
- k) 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 amendments issued.
- l) The bid shall remain valid for 2 months from the bid due date. Purchaser may reject a bid which is valid for a shorter period being non-responsive.
- m) Any bid received by the Purchaser after the deadline for submission of bid will be declared "Late" and rejected and may be returned unopened to the bidder at the sole discretion of the Purchaser.
- n) The Purchaser will open all bids in the presence of Bidders' representatives who choose to attend, at the time, on the date and place (as specified in IFB). The Bidders' representatives, who are present, shall sign a register evidencing their attendance, if so required by the Purchaser.
- o) During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- p) The Bidder whose bid is 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 Bidders' representatives who are present shall sign a register evidencing their attendance.
- q) ARITHMETIC CORRECTIONS
 - I. The bids will be checked for any arithmetical errors as follows if any, will be rectified on the following basis:
 - II. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected;
 - III. If there is a discrepancy between words and figures, the amount in words will prevail;
 - IV. If the bidder does not accept the correction of errors, its bid will be rejected and the bid security will be forfeited.
- r) Quotation received after the due date and time, are liable to be rejected. Quotations through Email / Telex / Fax / Photocopied are not acceptable.
- s) Bidders must abide to follow all statutory norms and regulations & labor laws and comply with all as applicable.
- t) Guaranty / Warranty certificate for all supplied items to be provided by the bidder.
- u) After verification of the received final product, if any item found faulty or defective than the same will have to be replaced by the bidder without any additional cost implications.
- v) Please send your queries regarding RFQ on cp@aglonline.net

Please submit your most competitive Quotation in Sealed Envelope complete with above details in Schedule of Rates (SOR) attached as Annexure-1 latest by 23.01.2024 upto 16:00 Hrs.