

AAVANTIKA GAS LIMITED

(A JOINT VENTURE COMPANY OF GAIL & HPCL)

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

REQUEST FOR QUOTATION
FOR

PREPARATION AND RENEWAL OF ON-SITE EMERGENCY PLAN
FOR AGL MOTHER STATION UJJAIN

RFQ No.: AGL/55/HSEQ/ONSITE EMERGENCY PLAN/08/2024

ISSUE DATE: 20.08.2024

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

Important Dates

RFQ Issue Date	20/08/2024
Last Date & Time of Submission of RFQ	04/09/2024 up to 16.00 Hrs
Date & Time of Opening of Un Priced Quotation	04/09/2024 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 Thakur, 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 :

RFQ No.: AGL/55/HSEQ/ONSITE EMERGENCY PLAN/08/2024
RFQ FOR PREPARATION AND RENEWAL OF ON-SITE EMERGENCY
PLAN FOR AGL MOTHER STATION UJJAIN

Aavantika Gas Ltd. (AGL) is a Joint venture of GAIL & HPCL for implementation of City Gas projects in Indore, Ujjain, and Pithampur & Gwalior. AGL is in to distribution of natural gas for transportation, industrial, commercial and domestic consumers.

AGL is undertaking CNG sale business and catering auto-motive sector of Indore, Ujjain, Gwalior and Pithampur through various CNG Stations. CNG stations are set up on two models, viz. dedicated retail outlet owned by Company and Retail outlet of Oil Marketing Companies (OMC). AGL has dedicated retail outlet at Mother Station Indore, Gwalior, Ujjain and Pithampur.

As per Factories Act 1948 and MP Factories Rule 1962, Aavantika Gas Limited falls under "Dangerous manufacturing processes or operations" i.e. Highly flammable liquids and flammable compressed gases and there is a requirement of Preparation and Renewal of On-Site Emergency Plan for AGL Mother Station Ujjain from "Directorate of Industrial Safety and Health" (DISH) department (Govt. of MP).

1. SCOPE OF WORK: On - Site Emergency Plan

Location: Mother Station Ujjain

- Onsite Emergency Plan of Mother Station Ujjain must be prepared in compliance of Factories Act 1948 and MP Factories Rule 1962.
- All information in new Onsite Emergency Plan of Mother Station Ujjain must be acceptable to AGL – EIC- Ujjain and HOD - HSEQ department.
- The Bidder must be competent person under the Factories Act 1948 and MP Factories Rule 1962.
- Preparation, Approval and uploading of new approved Onsite Emergency Plan of Mother Station Ujjain at online portal must be done as per contract schedule.
- Site visit will be done by competent person at Mother Station Ujjain Site for preparation of Onsite Emergency Plan.
- Onsite Emergency Plan of Mother Station Ujjain must be submitted in Softcopy as well as hardcopy in original along with one photocopy.

2. QUALIFICATION CRITERIA:

- Bidder must have successfully executed order of value Rs. 25,750 in a Single work order regarding preparation and approval of On-Site Emergency Plan for any reputed organization such as any Industry/Company/Agencies in India. The order must be executed within last 5 years reckoned from the RFQ due date.
- Bidder should be a registered chartered engineer or competent person / firm under The Factories Act 1948 and MP Factories Rule 1962.

Documentation Requirement:

- Bidder has to submit documentary evidence in support of above, such as - Copy of Purchase Order/ Work Order / Letter of Award (executed within last 5 years from the RFQ due date) and Its Completion Certificate / Performance Certificate/ Communication E-mail for satisfactory completion of work issued by Client. The Completion Certificate / Satisfactory Performance Certificate / E-mail should have cross reference to the Purchase Order/ Work Order / Letter of Award. In absence of Completion Certificate / Satisfactory Performance Certificate / E- mail Communication, bidder has to provide Tax invoice with proof of payment in lieu of Completion Certificate / Satisfactory Performance Certificate.
- Bidder has to submit documentary evidence in support to prove his validation as registered chartered engineer or competent person / firm under The Factories Act 1948 and MP Factories Rule 1962.

3. EVALUATION METHODOLOGY:

- Evaluation shall be done on lowest basis at least cost to the Owner
- If the quoted amount of two or more L-1 ranked bidders are same, then bidder whose turnover as per last filed ITR is more will be considered for award.

4. 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 **04.09.2024 UPTO 16:00 HRS.**

Quotation Opening Time: 04.09.2024 UPTO 16:30 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. 2 specified above.
- c. Copy of SOR with Price Blank marked as "Quoted" against all items (WITHOUT PRICE MARKED AS "QUOTED" ONLY).
- d. Sealed and Signed copy of RFQ.
- e. Copy of bidder's GST registration certificate & PAN Card.

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.

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

5. CONTRACT PERIOD:

Preparation and renewal of On-Site Emergency Plan for AGL Mother Station Ujjain from "Directorate of Industrial Safety and Health" (DISH) department (Govt.) as per The Factories Act 1948 and MP Factories Rule 1962 should be completed **within 60 days from the date of issue of Order of award.**

6. PAYMENT TERMS:

100 % payment will be done within 15 days against invoice raised by the bidder and acceptance of Reports by Engineer-In-Charge, post completion of work including submission of Approved On-Site Emergency Plan for Mother Station Ujjain to AGL in Soft as well as hard copy in original and uploading the same in Online portal.

MODE OF PAYMENT

- a. Payment will be made by way of normal banking channels.
- b. Tax deduction at source

Purchaser will release the payment after off-setting all dues to the Purchaser payable by the seller under the contract. Deduction will be effected at source as per the law in force.

TDS if applicable may be deducted as per Income Tax Guidelines by AGL.

7. PRICE REDUCTION SCHEDULE (PRS):

In case contractor 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 @ 0.5% for each week of delay or part thereof subject to maximum of 5% of Schedule wise value (excluding taxes and duties)

8. 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.

9. 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) 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.
- g) 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.
- h) 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.
- i) Any corrigendum thus issued on AGL's website shall be part of the Bid documents and shall also be notified in writing by email to all available prospective bidders, who have earlier received the Bid documents. Prospective bidders shall promptly acknowledge receipt of each corrigendum by email to the Purchaser.
- j) 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.
- k) 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.
- l) 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.

- m) 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.
- n) 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.
- o) 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.
- p) 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.
- q) Quotation received after the due date and time, are liable to be rejected. Quotations through Email / Telex / Fax / Photocopied are not acceptable.
- r) Bidders must abide to follow all statutory norms and regulations & labor laws and comply with all as applicable.
- s) Guaranty / Warranty certificate for all supplied items to be provided by the bidder.
- t) 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.
- u) 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 04.09.2024 UPTO 16:00 HRS.