



**E-Tender No.: AGL/Head Office/Contract and Purchase/17/25-
26/ET/17[FORECOURT OPERATION]
HIRING OF SUPPORT SERVICES FOR FORECOURT OPERATIONS FOR CNG
STATIONS AT INDORE, PITHAMPUR, UJJAIN AND GWALIOR**

TECHNICAL VOLUME II OF II

**E-TENDER NO.: AGL/Head Office/Contract and Purchase/17/25-
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FOR

**HIRING OF SUPPORT SERVICES FOR FORECOURT
OPERATIONS FOR CNG STATIONS AT INDORE,
PITHAMPUR, UJJAIN AND GWALIOR**



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SCOPE OF WORK

A. INTRODUCTION

Aavantika Gas Limited (AGL), a Joint Venture of GAIL (India) Ltd. and HPCL, invites sealed tenders under **one – Bid system** for Operations & Maintenance of the CNG Stations at following locations.

- 1) **Mother station, Sanwer Road Industrial area, Indore**
- 2) **AICTSL, Near Robot Sqaure Indore.**
- 3) **Bio CNG & CNG Station, Vijaynagar**
- 4) **Bio CNG & CNG Station, Rajiv Gandhi**
- 5) **Mother Station, 513-A, B, Sector-3, Pithampur**
- 6) **Mother station, Near Soyabean Plant, Nagzhiri,
Dewas Road, Ujjain**
- 7) **Mother station, in front of ABV IITM College, Morena link Road, Gwalior**

AGL is dispensing CNG from the aforesaid Stations as stated above and for this purpose, requires that the operation and maintenance of the CNG Stations situated in the premises be carried out through a third party complying to best Safety and Operations standards.

The work involved will be operating the Fixed and mobile Cascade Units, Dispensing Units, Spares Inventory Management, Complete collection from sale from all modes (Cash, UPI, POS etc.) will be in scope of vendor and reconciliation shall be submitted to AGL. Total collection from sale shall be deposited to AGL's bank account on next day.

Operation and Maintenance of CNG Compressor Packages and Maintenance of Dispensers is covered under separate contracts between AGL and OEMs. Therefore, the Contractor's scope will not include all these packages.

AGL is looking for Experienced Contractors for the Operation & Maintenance of these CNG Stations. The Contractor is required to position manpower (Highly skilled, Skilled and Unskilled) as per the scope detailed in this document for carrying out all the jobs of Operation & Maintenance of CNG stations.

The Contractor shall, subject to the terms and conditions mentioned in this document, operate and maintain the Stations. The rules and regulation of premises need to be followed strictly. Some locations are of other than AGL's ownership and hence owner of premises is to be kept satisfied with conduct and discipline.

In broad sense, the activities performed at the Mother Station, are receiving of Natural Gas from GAIL's City Gas Station, conversion into CNG thru a Compressor, filling of Mobile Cascade units and dispensing of CNG to vehicles thru Dispensing units installed in the premises, after having routed thru Fixed / Stationery Cascade.



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B. SCOPE OF WORK (As briefed below, but not limited to)

Under mentioned work to be collectively handled by all man-power category. However, category wise bifurcation will be communicated as per the requirement at site:

1. At each Mother Station:

- a) Recording the receipt of Natural Gas coming from GAIL's CGS.
- b) Monitoring the Odorizing Unit.
- c) Filling of Stationery Cascades.
- d) Filling of Mobile Cascades.
- e) Dispensing of CNG to vehicles from the Dispensing units.
- f) Opening / closing of valves installed for Gas transfer thru pipeline.
- g) Monitoring the stock of spares required for critical equipment's.
- h) Maintenance of logs and records of receipt of Natural Gas and informing AGL daily about the same, gas dispatched to daughter stations and its record.
- i) Reconciliation of gas quantity.
- j) Maintaining sales and receipt records for station as well as for the dispensed gas to customers.
- k) Complete collection from sale from all modes (Cash, UPI, POS etc.) will be in scope of vendor and reconciliation shall be submitted to AGL. Total collection from sale shall be deposited to AGL's bank account on next day.
- l) Coordinating with all concerned Maintenance Agencies for UN – interrupted and smooth functioning of all critical equipment's and thus the entire CNG Operation.
- m) Maintaining record of letter inward/ details of visitors at station premises in prescribed format. (Format to be provided by AGL).
- n) Housekeeping & safeguarding of the CNG Premises including plants and machinery.

2. At each COCO station:

- a) Receiving and Recording the receipt of Natural Gas/Bio CNG coming from AGL's Mother station/Indore CBG Plant through pipeline & LCV Cascade.
- b) Filling of Stationery Cascades.
- c) Filling of Mobile Cascades Units as and when required.
- d) Dispensing of CNG/CBG to vehicles from the Dispensing units.
- e) Monitoring the stock of spares required for critical equipment.
- f) Maintenance of logs and records of receipt of Natural Gas and informing AGL daily about the same, gas dispatched to daughter stations and its record.
- g) Maintaining sales and receipt records for station as well as for the dispensed gas to customers.
- h) Complete collection from sale from all modes (Cash, UPI, POS etc.) will be in scope of vendor and reconciliation shall be submitted to AGL. Total collection from sale shall be deposited to AGL's bank account on next day.
- i) Coordinating with all concerned Maintenance Agencies for un-interrupted and smooth functioning of all critical equipment's and thus the entire CNG Operation.



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TECHNICIAN AND ELECTRICIAN ROLES & RESPONSIBILITIES:

- 1) Maintenance of CNG Storage cascade (stationary/mobile).
- 2) SS tubing job.
- 3) Maintenance of air Compressor/UPS installed at all online/ Daughter Stations.
- 4) Maintenance of above ground pipeline valves other equipment including painting, greasing etc.
- 5) Technician shall be equipped with bike as transport medium and mode of communication, fuel expenses shall be incurred by contractor.
- 6) Technician's job is not restricted to assigned CNG stations under this contract but to all CNG online/ daughter stations.
- 7) Technician deployed will have to cover other area also for maintenance related activities, as per requirement. Transport and other related expenses to be borne by contractor.
- 8) Technician or Electrician will be hired for general day shift however considering work requirement it may be deployed during any time of 24 Hours.
- 9) ensuring all components are correctly installed, and performing regular maintenance to keep the systems functioning properly.
- 10) Electricians are responsible for making repairs to existing wiring, and ensuring that all electrical connections are secure and safe.
- 11) Maintaining records of maintenance.
- 12) Electrician has to attend the faults and restoration of the power supply without delay.
- 13) Routine Surveillance and fault rectification of all indoor / outdoor electrical equipment's.
- 14) Regular maintenance of electrical equipment's.

Apart from the above-mentioned activities, the main commercial activities involved will be reconciliation of gas quantity and monetary parameters. The shortages, if any noticed, will be treated as negligence of Contractor and the same will be recovered at penal rates. Maintaining sales and receipt records for station as well for the dispensed gas to credit customers. The billing process by AGL and reconciliation need be strictly get enforced by Contractor. Due to the multi-dimensional activity due to number of operators and weekly payment/advance, the care need be taken so that no dispute arises and are solved immediately. The matching of sales and money realized will be required to be done by Contractor. The shortages/errors will not be accepted and deduction for error will be made on penal rates.

3. Apart from the above-described scope security of the entire CNG station and to maintain a clean and hygienic environment is of utmost importance and has to be ensured at each location. Also, Contractor has to keep and maintain all the required housekeeping items, Tools & tackles required for the job specified. Furthermore, in case of non-compliance same will be provided by AGL and applicable cost will be incurred from Contractor's payment.



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C. Details of building, apparatus and equipment provided by the Company in the premises:

1. Mother Station, Sanwer Road, Indore:

- a) 2 No. 600 SCMH Electric Motor Driven Compressor
- b) 1 Nos Stationery Cascades of 4500 WL capacity.
- c) 2 Nos. Dispensers (2 Nos. dual dispensing hose for car / auto)
- d) Odorizing unit.
- e) Electrical Transformers and further distribution, UPS Supply
- f) Air compressor -02 nos.
- g) Associated Pipeline and DRS
- h) Water Cooler:
- i) Fire Extinguisher
- j) Yard/Island Lights, Fans
- k) Sales room:
- l) Furniture (details):
- m) Cash Safe:
- n) Any other equipment/item:

2. On Line Station at AICTSL, Ring Road, Indore:

- a) 1No. 1200 SCMH Gas engine Driven Compressor
- b) 1 Nos Stationery Cascades of 4500 WL capacity
- c) 1 Nos. Bus Dispensers & 1 Nos. Car Dispensers
- d) UPS Supply and Further distribution
- e) Fire Extinguisher
- f) Associated Pipeline
- g) Yard/Island Lights:
- h) P cabin
- i) Furniture (details):
- j) Any other equipment/item:
- k) Air Compressor
- l) Cash Safe

3. Bio CNG & CNG Station, Vijaynagar

- a) 1No. 1200 SCMH Gas engine Driven Compressor
- b) 1No. 550 SCMH booster Compressor
- c) 1 Nos Stationery Cascades of 4500 WL capacity & 1nos stationary 3000 WL capacity cascade.
- d) 2 Nos. Bus Dispensers & 2 Nos. Car Dispensers
- e) UPS Supply and Further distribution
- f) Fire Extinguisher
- g) Associated Pipeline
- h) Yard/Island Lights:
- i) Sales room
- j) Furniture (details):
- k) Any other equipment/item:
- l) Air Compressor
- m) Cash Safe



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4. Bio CNG & CNG Station, Rajiv Gandhi

- a) 1No. 1200 SCMH Gas engine Driven Compressor
- b) 1No. 550 SCMH booster Compressor
- c) 1 Nos Stationery Cascades of 4500 WL capacity & 1nos stationary 3000 WL capacity cascade.
- d) 2 Nos. Bus Dispensers & 2 Nos. Car Dispensers
- e) UPS Supply and Further distribution
- f) Fire Extinguisher
- g) Associated Pipeline
- h) Yard/Island Lights:
- i) Sales room
- j) Furniture (details):
- k) Any other equipment/item:
- l) Air Compressor
- m) Cash Safe

5. Mother Station, Sector-3, Pithampur

- a) 2 No. 1200 SCMH Gas Engine Driven Compressor
- b) 1 Nos Stationery Cascades of 4500 WL capacity.
- c) 1 Nos. Bus Dispensers & 3 Nos. Car Dispensers (2 Nos. dual dispensing hose for car / auto)
- d) Odorizing unit.
- e) Electrical Transformers and further distribution, UPS Supply
- f) Air compressor
- g) Associated Pipeline and DRS
- h) Water Cooler:
- i) Fire Extinguisher
- j) Yard/Island Lights
- k) Sales room
- l) Furniture (details)
- m) Cash Safe
- n) Any other equipment/item:

6. Mother Station, Dewas Road, Ujjain

- a) 2 No. 1200 SCMH Gas Engine Driven Compressor
- b) 1 Nos Stationery Cascades of 4500 WL capacity.
- c) 1 Nos. Bus Dispensers & 3 Nos. Car Dispensers (2 Nos. dual dispensing hose for car / auto)
- d) Odorizing unit.
- e) Electrical Transformers and further distribution, UPS Supply
- f) Air compressor
- g) Associated Pipeline and DRS
- h) Water Cooler
- i) Fire Extinguisher
- j) Yard/Island Lights
- k) Sales room:
- l) Furniture (details)
- m) Cash Safe
- n) Any other equipment/item



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7. Mother Station, Near ABV IIITM College, Gwalior:

- a) 1No. 1200 SCMH Gas Engine Driven Compressor
- b) 1 Nos Stationery Cascades of 4500 WL capacity.
- c) 4 Nos. Car Dispensers (2 Nos. dual dispensing hose for car / auto)
- d) Odorizing unit
- e) Electrical Transformers and further distribution, UPS Supply
- f) Air compressor
- g) Associated Pipeline and DRS
- h) Water Cooler:
- i) Fire Extinguisher
- j) Yard/Island Lights
- k) Sales room
- l) Furniture (details)
- m) Cash Safe
- n) Any other equipment/item:



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D. Details of Manpower required on daily basis:

1. Mother Station Sanwer Road, Indore.

Manpower	Qualification & Experience	Present Approximate Requirement of Manpower
1	2	3
Shift In – charge LCV Filler	Should be at least a Graduate, With workable Knowledge of Computers. Should have 3 years of relevant experience.	3
Fillers (DSM)	Minimum SSC	2
Technician / Electrician	Minimum SSC with 2 years of relevant experience/ITI	1
Security guard (with arm)	Shall have valid arm License. Minimum SSC with 2 years of relevant experience	1
Security guard (without arm)	Minimum SSC with 2 years of relevant experience.	2
Housekeeper	NA	1
TOTAL		10

2. Online Station at AICTSL, Ring Road, Indore

Manpower	Qualification & Experience	Present Approximate Requirement of Manpower
1	2	3
Shift In – charge Cum LCV Filler	Should be at least a Graduate, With workable Knowledge of Computers. Should have 3 years of relevant experience.	3
Fillers (DSM)	Minimum SSC	3
Technician/ Electrician	Minimum SSC with 2 years of relevant experience./ITI	1
Security guard (with arm)	Shall have valid arm License. Minimum SSC with 2 years of relevant experience.	0
Security guard (without arm)	Minimum SSC with 2 years of relevant experience.	2
Housekeeper	NA	0
TOTAL		9



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3. Bio CNG & CNG Station, Vijaynagar

Manpower	Qualification & Experience	Present Approximate Requirement of Manpower
1	2	3
Shift In – charge Cum LCV Filler	Should be at least a Graduate, With workable Knowledge of Computers. Should have 3 years of relevant experience.	4
Fillers (DSM)	Minimum SSC	12
Technician/ Electrician	Minimum SSC with 2 years of relevant experience./ITI	0
Security guard (with arm)	Shall have valid arm License. Minimum SSC with 2 years of relevant experience.	1
Security guard (without arm)	Minimum SSC with 2 years of relevant experience.	2
Housekeeper	NA	1
TOTAL		20

4. Bio CNG & CNG Station, Rajiv Gandhi

Manpower	Qualification & Experience	Present Approximate Requirement of Manpower
1	2	3
Shift In – charge Cum LCV Filler	Should be at least a Graduate, With workable Knowledge of Computers. Should have 3 years of relevant experience.	4
Fillers (DSM)	Minimum SSC	12
Technician/ Electrician	Minimum SSC with 2 years of relevant experience./ITI	1
Security guard (with arm)	Shall have valid arm License. Minimum SSC with 2 years of relevant experience.	1
Security guard (without arm)	Minimum SSC with 2 years of relevant experience.	2
Housekeeper	NA	1
TOTAL		21



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5. Mother Station, Sector-3, Pithampur

Manpower	Qualification & Experience	Present Approximate Requirement of Manpower
1	2	3
Shift In – charge Cum LCV Filler	Should be at least a Graduate, With workable Knowledge of Computers. Should have 3 years of relevant experience.	3
Fillers (DSM)	Minimum SSC	6
Technician/ Electrician	Minimum SSC with 2 years of relevant experience./ITI.	1
Security guard (with arm)	Shall have valid arm License. Minimum SSC with 2 years of relevant experience.	1
Security guard (without arm)	Minimum SSC with 2 years of relevant experience.	2
Housekeeper	NA	1
TOTAL		14

6. Mother Station, Dewas Road, Ujjain

Manpower	Qualification & Experience	Present Approximate Requirement of Manpower
1	2	3
Shift In – charge Cum LCV Filler	Should be at least a Graduate, With workable Knowledge of Computers. Should have 3 years of relevant experience.	4
Fillers (DSM)	Minimum SSC	11
Technician/ Electrician	Minimum SSC with 2 years of relevant experience./ITI.	2
Security guard (with arm)	Shall have valid arm License. Minimum SSC with 2 years of relevant experience.	1
Security guard (without arm)	Minimum SSC with 2 years of relevant experience.	2
Housekeeper	NA	1
TOTAL		21



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7. Mother Station Gwalior

Manpower	Qualification & Experience	Present Approximate Requirement of Manpower
1	2	3
Shift In – charge Cum LCV Filler	Should be at least a Graduate with workable Knowledge of Computers. Should have 3 years of relevant experience.	4
Fillers (DSM)	Minimum SSC	08
Technician/ Electrician	Minimum SSC with 2 years of relevant experience/ITI.	2
Security guard (with arm)	Shall have valid arm License. Minimum SSC with 2 years of relevant experience.	1
Security guard (without arm)	Minimum SSC with 2 years of relevant experience.	2
Housekeeper	NA	1
TOTAL		18



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E. Uniform & PPE Details:

Bidder to provide Uniform & PPE to workmen as per below mentioned details:

Uniform and PPE Details				
S.No	Particulars	Employee Type	Quantity	Frequency
1	White coloured Shirt with thin Blue strips and Black Trouser	Shift In charge	2 set per Head	Once every year
2	Emerald Green Coloured T-Shirt and Black Trouser	Drive Sales Man/ Filler	2 set per Head	Once every year
3	Olive Green Coloured T-Shirt and Black Trouser	CNG Technician / Electrician	2 set per Head	Once every year
4	Blue coloured specially designed Uniform	Security Guard (Arm/Without Arm)	2 set per Head	Once every year
5	Emerald Green Coloured T-Shirt and Black Trouser	Housekeeper	2 set per Head	Once every year
6	Safety Shoes	SI/DSM/Tech./SGs	1 pair per head	Once every year
7	Safety Helmet	SI/DSM/Tech.	4 Nos per Site	Once every year
8	Umbrella	SI/DSM/Tech./SGs	2 Nos per Site	Once every year
9	Raincoat	SI/DSM/Tech./SGs	1 Nos per Head	Once every two years
10	Full sleeve Sweaters	SI/DSM/Tech./SGs	2 Nos per Head	Once every two years
Remarks: Uniform and PPEs shall be all-time available				

Note: Bidder should be quoted service charges considering above.



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F. Tools & tackles:

Bidder to provide tools & tackles to each CNG technician as per below mentioned details:

Non-Sparking Tools required for each CNG Technician / electrician per location		
S.No	Particulars	Quantity
1	Pipe Wrench 18"	1 Nos
2	Adjustable Spanner 18"	1 Nos
3	Allen Key Set (mm)	1 Set
4	Screw Driver Set	1 Set
5	Combination Spanner 13	1 Nos
6	Combination Spanner 14	1 Nos
7	Combination Spanner 16	1 Nos
8	Combination Spanner 18	1 Nos
9	Combination Spanner 19	1 Nos
10	Combination Spanner 20	1 Nos
11	Combination Spanner 21	1 Nos
12	Combination Spanner 23	1 Nos
13	Combination Spanner 24	1 Nos
14	Combination Spanner 27	1 Nos
15	Combination Spanner 30	1 Nos
16	Tester (Taparia)	1 Nos
17	Tee Handle (10 mm)	2 Nos
18	Hammer (500gm)	1 Nos
19	Smooth File	1 Nos
20	Combination Plier	1 Nos
21	Measuring Tape (5m)	1 Nos
22	Bag (For tools keeping)	1 Nos.
23	Combination Spanner 32	1 Nos.
24	Multi Meter	1 Nos.
25	Wire cutter	1 Nos.
26	Plier	1 Nos.
27	Wire tape	As per site requirement
28	Teflon tape	As per site requirement
Remarks: Non-Sparking Tools in one tool box shall be available all-time		

Note: Bidder should be quoted service charges considering above.



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G. Working Timings:

Working Timing for all location shall be as Follows:

- a. Working Hours- **08 Hours**
- b. Breaks (Beyond the Working Hours): Lunch Break, Tea/Breakfast: **(As per client requirement)**

- **Note: -**

- 1. Manpower will be deployed as per site/location requirement & Deployment beginning hours as well as breaks may be adjusted as per deployment. All the manpower will be interviewed & selected by AGL recommendation only.
- 2. The drinking water/RO water will be provided to manpower on each location as per requirement.
- 3. The penalty will be applicable for any tools & tackles non-availability & other parameter are as follows:
 - a. During inspection any non-availability of tools & tackles are found, then penalty of Rs. 5000/- will be deducted from monthly invoice.

Location wise timing will be intimated from time to time as per location requirement.

Working timings mentioned above are indicative only and same shall be as per the sole discretion of AGL.

Note: The manpower shown above is only indicative and actual requirement of Manpower (Increase/decrease) would be communicated by Engineer in Charge from time to time as per requirement.

Additional Manpower requirement should be met as per following timelines: Within 15 days