



BHAGYANAGAR GAS LIMITED

(A JOINT VENTURE OF HPCL & GAIL)

BID DOCUMENT FOR

**TENDER FOR APPOINTING AN AGENCY TO CARRY OUT
PRIMARY SURVEY OF THE INDUSTRIAL AND COMMERCIAL
SEGMENT AT HYDERABAD, VIJAYAWADA & KAKINADA.**

**UNDER LIMITED DOMESTIC
COMPETITIVE BIDDING**

Bid Document No.: BGL/414/2018-19

VOLUME-II of II

CONTENTS

VOLUMEN II OF II

SECTION 7	-	SPECIAL CONDITIONS OF CONTRACT
SECTION 8	-	SCOPE OF WORK
SECTION 9	-	SCHEDULE OF RATES

SECTION – 7

SPECIAL CONDITIONS OF CONTRACT (SCC)

SPECIAL CONDITIONS OF CONTRACT

GENERAL INFORMATION:-

The special conditions of contract shall be read in conjunction with general condition of contract(**GCC**), Schedule of rates, scope of work and any other document forming part of contract, wherever Context so Requires. **GCC** is available at tender issuing office and same shall be referred to by Tendered. Notwithstanding, the subdivisions of the documents in to separate sections every part of each shall be deemed to be supplementary of every other part and shall be read with and into the Contract so far as it may be practicable to do so. Where any portion of the special conditions of the Contract (**SCC**) is repugnant to or At variance with any provisions of the **GCC** then provision of **SCC** shall be deemed to override the provision of **GCC** only to the extent of each repugnance or variations. In case of any contradictions the Decision of the Engineer-I In-Charge will be final and binding on the Contractor.

1. Duration of contract:

Six Months from the date of award of Contract/ work order.

2. Price basis:

Bidders to quote on the basis of **FIRM** prices inclusive of all applicable taxes and duties as per scope of work defined above. No additional payment shall be admissible over and above the quoted price.

3. Validity of quoted rates:

The rates quoted and accepted shall remain valid for the entire period of contract and no escalation whatsoever permissible after the award of contract.

4. Taxes and duties:

The rates quoted and accepted shall include all taxes, duties, GST and other charges as applicable. BGL shall not entertain any such claim whatsoever on this account.

5. Payment Terms:

The payment for the subject work will be paid as follows:-

- (i) 70% of the payment Against the Invoice/RA Bills shall be released on ad-hoc basis upon submission of invoices.
- (ii) Balance 30% shall be released post verification of all the requisites as per scope of work.

(OR)

- (i) 100% payment against RA Bills shall be released if agency provides complete data as per scope of work before submission of invoice however the data has to be duly certified by Officer-In-Charge.

6. Rejection of tender:

BGL reserves the right to accept or reject the tender and to waive irregularities and formalities at its own discretion. Any attempt for canvassing shall debar the tender resulting in summarily rejection of the tender

7. Contract Performance Security:

The successful bidder within 30 working days of award of work has to submit a contract performance bank guarantee (PBG) as per the format enclosed / Demand Draft (DD) for an amount equal to 7.5% of work order value excluding taxes and duties from a nationalized or scheduled banks of India.

Bank Guarantee shall be valid for a period of 15 months from the date of issue of LOI/WO.

The Contract performance Security shall be released after certification of work completion by Officer-In- Charge (Marketing).

- 8.** Defect liability period shall be for 2 months from the date of expiry of contract.
- 9.** The agency shall be given limitations/ internal break up on to the number of customers to be surveyed i.e. the agency cannot complete the work order survey quantity from one geographical area rather OIC of the contract shall control and intimate the agency about the number of entries to be surveyed from each city.
- 10.** A survey entry shall be deemed as submersible only after submission of visiting card of the employee/concerned person of the customer's establishment or site photo snaps (photo must contain establishment name and automated date and time stamp).
- 11.** The agency shall provide soft copy of the surveyed prospective customers details along with the physical copy of the survey.
- 12.** The survey data has to be submitted in the format as prescribed by BGL. The survey format is attached as **Annexure-I** for better clarity on the details to be submitted to BGL.
- 13. Price Reduction Schedule:**
- i) BGL would cross check random 10% of the total surveys submitted.
 - ii) A penalty of Quoted Rate X 10% of quantity in the work order (250 cases), shall be imposed on the vendor in case BGL finds faulty information in any one of the cases for which BGL carries out cross checking activity.
 - iii) Apart from the above additionally the price reduction schedule as mentioned in the GCC of the tender will also be applicable.

14. Contract Agreement:

The bidder has to execute a contract agreement within 15 working days of the award of the work as per the format enclosed in tender Document.

15. Officer - In - charge:

Sr.Manager - Marketing, Bhagyanagar Gas Limited, Hyderabad shall be the Officer - in - charge for this tender after award of work.

16. Bidder should have PF or ESIC, PAN and GST Registration number in its name.

ANNEXURE-I

PNG I & C Survey Format

Name of Establishment									
Nature of Establishment									
Products being produced									
Connection Site Address									
Corporate Office Address									
Contact Person									
Mobile No.									
Mail ID									
Distance From BGL Gas Pipeline									

General Details (Fuel Consumption & Load details)

Sl. No.	Type of fuel used	Firewood/petcoke	FO	LDO	HDO	Coal	LPG	Biomass		Others
1	Requirement/day									
2	Requirement/Month									
3	Holiday/Month									
4	Maximum Flow required Peak Hr Load									
5	Minimum Flow required									
6	Operating Period									
7	Type of Application Pressure requirement of Natural Gas at consumption point									
8	Gross Calorific Value									
9	Remark									
Electricity Consumption (in Kwh/Month)					Captive Power Plant Capacity (If Any)					
Buses or Cars Count for CNG conversion (in Nos)			Bus		Cars					
Sl. No.	Description	Fuel Type	Unit	Equipment			Quantity/Hr	Others		
				Type	Capacity	Operation Time (Duration)				
1	Furnace Oil	FO	Liter							
2	Light Diesel	LDO	Liter							
3	High Speed Diesel	HSD	Liter							
4	Coal	Coal	Kg							

5	Coal	Coke	Kg					
6	LPG	LPG	Kg					
7	Husk	Husk	Kg					
8	Wood	Wood	Kg					
9	Briquette	Briquette	Kg					

Expression of Interest - Y/N :

Contact Person : Manishanker (Officer - Marketing)

Email ID : manishanker@bglgas.com

Details By	Checked By:	Approved By:
Customer Signature	Assistant Manager Marketing	Sr Manager Marketing



Bhagyanagar Gas Ltd.
BHAGYANAGAR GAS
LIMITED

**Tender for Appointing an Agency to carry out Primary
Survey of the Industrial and Commercial Segment at
Hyderabad, Vijayawada and Kakinada.
Bid Document No. BGL/414/2018-19**

VOLUME
II OF II

SECTION – 8

SCOPE OF WORK

SCOPE OF WORK

a) Brief scope of work

(i) Identification of commercial & industrial customers with their complete details

The contractor shall collect following information of potential customers during survey:-

- ▶ Name, Address, Contact Details (Mobile No, Email id etc) ☑ Distance from the Existing BGL network.
- ▶ DPR of survey on daily basis.
- ▶ Follow up with interested customers on fortnightly basis.
- ▶ Follow up with non-interested customers on monthly basis or as per direction by Engineer incharge contract date.
- ▶ Load Assessment / Demand Assessment of Interested Customers (Type & Nos. of Equipment's, Fuel Type and Qty. consumed, Gas Pressure Req'd. maximum capacity of equipment's).
- ▶ **Minimum Qualification and Experience of Manpower**

Graduate with six months of experience in marketing or field activities.

Detail Scope of work

- 1) The Agency shall do the Identification of Commercial customers, Industrial customers and their associations with their complete details by door to door survey of allotted area.
- 2) The identified/surveyed customers should have permanent building and be at their own premises or legally rented one.
- 3) Survey of any area should be done prior intimation and approval from BGL.
- 4) Details of Survey shall be done as per BGL approved formats only. Same may be verified as an when required.
- 5) The Agency Shall do Survey of commercial and industrial customers to identify maximum potential of industrial & commercial connection, which includes industries / manufacturing units, Hotels, restaurants, banquet hall, hospitals, mandir, gurdwara, food courts, canteens industrial areas.

- 6) BGL shall conduct Monthly, Quarterly and Annual appraisal of the Target set by the company for the purpose of tracking the performance and progress achieved by Agency.
- 7) It is imperative for Agency to achieve 70% of the designated target in every Quarter.
- 8) BGL shall provide preprinted small size stickers which would be pasted (if allowed) outside the establishment to ensure non repetition of the visits and surveys at the customer premises.
- 9) Providing soft copies of the data in the format given by BGL.
- 10) Bidder shall enter into a non-Disclosure agreement (NDA) with BGL to ensure the confidentiality of the data.

SECTION – 9

SCHEDULE OF RATES (SOR)

SCHEDULE OF RATES

S.no	Description	Quantity (A)	Unit rate inclusive of all taxes and duties but excluding GST (B)	Total Price inclusive of all taxes and duties but excluding GST (C= A x B)
		No.s	Rs	Rs
1	Survey of Industrial and commercial segment customers as per scope of work across Hyderabad, Vijayawada and Kakinada	25000		
GST @ 18%				
Grand Total Price inclusive of GST and all taxes and duties				

Note: Priced bids shall be Evaluation on overall lowest cost to BGL.

SIGNATURE OF THE BIDDER:.....

NAME OF THE BIDDER:.....

STAMP OF THE ORGANISATION:.....