



Tender for Annual Maintenance Contract for
Burckhardt Compressor Package of BGL at Vijayawada
for a period of two years.

VOLUME II
OF II

Bid Document No. BGL/167/2011-12

BHAGYANAGAR GAS LIMITED

(A JOINT VENTURE OF HPCL & GAIL)

BID DOCUMENT FOR

**Annual Maintenance Contract for Burckhardt
Compressor Package of BGL at Vijayawada for a period
of two years.**

**UNDER LIMITED DOMESTIC
COMPETITIVE BIDDING**

Bid Document No.: BGL/167/2011-12

VOLUME - II of II



Bhagyanagar Gas Ltd.
BHAGYANAGAR GAS
LIMITED

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Bid Document No. BGL/167/2011-12

VOLUME II
OF II

CONTENTS

VOLUME II OF II

- Section 7** : Scope of Work.
Section 8 : Special Conditions of Contract.
Section 9 : Schedule of Rates.



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VOLUME II
OF II

SECTION 7 SCOPE OF WORK

General Scope of Work:

The Contractor must follow the Operation & Maintenance requirement as stated below but not limited to and ensure to provide trouble free services to the satisfaction of the owner.

1. Accommodation / transportation / medical

The contractor shall make his own arrangement for the accommodation of his personnel at respective locations and subsequent transportation arrangement for them from their place of residence to work place or any other place as required and company shall have no obligation in this respect. The company shall not be responsible for providing any medical assistance to the contractor personnel.

2. Discipline

The Contractor shall be responsible for the discipline and good behaviour of all his personnel deployed in the services contracted out and should any complaint be received against any of his employee; he shall arrange to replace such persons within 24 hours of notice issued by the Engineer-in-Charge. The decision of the Engineer-in-Charge in this matter shall be final and binding on the contractor.

3. Gate pass / identity card

The contract shall arrange to supply / renew identity card to his workforce at his own cost, if so required by BGL for security or for any other reasons. Those contractor's personnel shall be required to carry their respective identity cards while on duty and produce on demand.

4. Right to get services carried out through their agencies


Nothing contained herein shall restrict BGL from accepting similar services from other agencies, at its discretion and at the risk and cost of the contractor, if the contractor fails to provide the said services any time.

5. Sub-letting of contract

No part of this contract nor any share or interest therein in any manner or extent, will be transferred or assigned or sub-let, directly or indirectly to any person / firm or Organization without prior permission of BGL.

6. Compliance of Statutory Laws

i) The Contractor deploying 20 (twenty) or more workmen as contract labour shall have to obtain licence from appropriate licensing authority, if required. The Contractor (which shall include the contracting firm / company) shall be solely liable to obtain and

 <p>Bhagyanagar Gas Ltd. BHAGYANAGAR GAS LIMITED</p>	<p>Tender for Annual Maintenance Contract for Burckhardt Compressor Package of BGL at Vijayawada for a period of two years.</p> <p>Bid Document No. BGL/167/2011-12</p>	<p>VOLUME II OF II</p>
-----------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------

to abide by all necessary licenses from the concerned authorities as provided under the various labour laws legislation's including labour license from the competent authority under the Contract Labour ("Regulation & Abolition") Act 1970 and Acts made thereafter.

ii) It will be the responsibility of the Contractor to pay as per the minimum wages of the appropriate government applicable under the Minimum Wage Act 1948.

iii) The Contractor shall be responsible for necessary contributions towards PF, Family Pension, ESIC or any other statutory payments to Government agencies as applicable under the laws in respect of the contract and personnel deployed by the contractor for rendering services to BGL and shall deposit the required amount with the concerned statutory authorities on or before due dates. The contractor shall obtain a separate PF number from the concerned Regional Provident Fund Commissioner and submit necessary proof of having deposited the employees as well as the employer's contribution to the Provident Fund.

iv) The Contractor shall not engage / deploy any person of less than 18 years under this contract and the persons to be deployed should be physically and mentally fit.

v) The Contractor shall arrange for insurance of all this workers engaged on the job as per the relevant Acts, rules and regulations, etc. In case by virtue of provisions of worker's compensation Act, 1923 or any other law in force. BGL has to pay compensation for a workman employed by the Contractor due to any cause whatsoever the amount so paid shall be recovered from the dues payable to the Contractor and / or security deposit.

7. Safety Requirements:

i) The installation where job is to be carried out is live and has hydrocarbon environment. Contractor shall comply with all safety and security rules and regulations and other rules laid down by BGL for its operation. It shall be the duty / responsibility of the Contractor to ensure the compliance of fire, safety, security and other operational rules and regulations by his personnel. Disregard to these rules by the contractor's personnel will lead to the termination of the contract in all respects and shall face penal / legal consequences.

ii) Contractor has to ensure the safety of man and machine all the times. Damages of equipment due to negligence will be recovered as per the decision of Engineer-in-Charge, which will be final.

iii) All the safety rules and regulations prevailing and applicable from time to time at the installations as directed by BGL will be strictly adhered to by the contractor

iv) Providing all personnel with the necessary PPE like Safety shoes, Ear plugs / Ear muffs, Hand gloves, Cotton uniform etc. and ensure that the personnel shall all the time use PPE when they are at site

8. The officer in charge shall have power to

- i) Issue the Contractor from time to time during the running of the contract such further instructions as shall be necessary for the purpose of proper and adequate execution of the contract and the Contractor shall carry out and bound by the same.
- ii) During the currency of this contract, BGL can increase and/or decrease the number of the services / technicians to meet contractual requirements.
- iii) Order the Contractor to remove or replace any workman whom the company considers incompetent or unsuitable and opinion of the company representative as to the competence of any workman engaged by the Contractor shall be final and binding on the contractor.

9. Repatriation and termination

BGL shall reserves the right at any time during the currency of the contract, to terminate it by giving 30days notice to contractor, and upon expiry of such notice period the Contractor shall vacate the site / office occupied by him immediately.

10. Indemnity Agreement

Contractor shall exclusively be liable for non-compliance of the provision of any act, laws, rules and regulations having bearing over engagement of workers directly or indirectly for execution of work and the Contractor hereby undertake to indemnify the company against all actions, suits, proceedings, claims, damages demands, losses, etc. which may arise under minimum wages act, payment of wages act, workman compensation act, personnel injury (compensation insurance) act ESI Act, Fatal Accident Act, Industrial Dispute Act , Shops and Establishment Act, Employees Provident Fund 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 under this contract. (A certificate to this effect shall be submitted by the Contractor immediately on receipt of LOA).

11. Compensation for non-fulfilment of obligation under Annual Maintenance Contract (AMC)

If the Contractor fails to provide the required services,

Break-down penalty would be applicable as follows:

- **For Shutdown restored within 6 hours on daily basis - No Penalty. The service provider can also club 6 hours for two consecutive days for 2 times a month without any penalty.**

- **For Shutdown beyond 6 hours – Penalty @ Prorate / per hour for the default period; will be on monthly cumulative basis rounded to nearest hour. For calculation of default period, will be recorded jointly by the service provider and owner on daily basis.**
- **For carrying out the periodic / scheduled / breakdown maintenance of compressor package the service provider shall be allowed a maximum of 72 hours once in a month.**

Maximum penalty would be applicable 50% on monthly net invoicing amount of one unit.

12. Contractor's responsibility:

The Contractor shall depute his Supervisor for supervision of the services to receive instructions from Engineer-in-Charge or his representative.

13. Employment liability of contractor:

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 in the presence of the Company's representative.

The Contractor shall be directly responsible and indemnify the company against all charges, claims, dues etc. arising out of disputes relating to the dues and employment of personnel deployed by him.

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. The Contractor shall ensure regular and effective supervision of the personnel deployed by him.

The Contractor shall be liable for making good all damages / losses arising out of loss or theft of each handled, leakage, pilferage of any office, furniture equipment fitting and fixtures what-so-ever as may be caused directly or indirectly by the engaged persons through him / work carried out by them.

14. General

The operation and maintenance services shall be provided in terms of shift pattern on the round the clock basis.

i) The Contractor shall deploy adequate number of technician's /operators/ engineers as well as tools & equipments for smooth and proper Operation & Maintenance of the compressor packages supplied in terms of the contract. Additional manpower/tools/equipments etc required if any, for execution to meet the O&M of the compressor packages; the Contractor shall augment the same as per direction of Engineer-in-Charge.

ii) The Contractor is required to carry out all services as mentioned in the Scope of Services and Schedule of Rates on all the 365 days including Sunday and all holiday and around the clock

iii) The Contractor shall allow weekly rest and daily working hours to his workmen as per the relevant Act / Law / and Rule made there under. However, no work shall be left incomplete / unattended on any holiday / weekly rest. Technician / operator provided shall have minimum qualification of ITI. Contract in person or his authorized representative shall provide the services on daily basis to interact with Engineer-in-Charge and deployed workmen.

iv) The workforce deployed by the Contractor for O&M services at CNG installation shall be of sound relevant technical professional expertise which is otherwise also essential from the safety point of view of the personnel of the Contractor as well as for the installation.

v) Regarding work completion, the decision of the Engineer-in-Charge will be final and binding.

vi) The Contractor shall make his own arrangements to provide all facilities like boarding and transport etc. to his workmen.

vii) All personnel of the Contractor entering on work premises shall be properly and neatly dressed and shall wear uniform, badges while working on premises of the company including work sites.

viii) Contractor shall maintain proper record of his working employee's attendance and payment made to them.


ix) The Contractor's representative / supervisor shall report daily to the Shift-in-Charge for day to day working.

x) The rates quoted by the Contractor must be inclusive of all taxes, duties, service tax, work contract tax and any other levies, contractor's share of P.F. and insurance charges, contractor's profit and any other expenditure etc.

xi) The services shall be provided in terms of shift pattern on the round the clock basis. The Contractor is responsible to provide effective and efficient services in all shifts and assure that there is no disruption in the services for want of any resources.

xii) The Contractor shall deploy adequate number of technicians / supervisors / engineers at various site offices in consultation with Engineer-in-Charge to provide trouble free operation & maintenance of the compressors.

xiii) All the jobs mentioned under scope of services shall be carried out as per sound engineering practices, work procedure documentation, recommendation of the

 <p>BHAGYANAGAR GAS LIMITED</p>	<p>Tender for Annual Maintenance Contract for Burckhardt Compressor Package of BGL at Vijayawada for a period of two years.</p> <p>Bid Document No. BGL/167/2011-12</p>	<p>VOLUME II OF II</p>
----------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------

manufacturer and as per the guidelines / direction of engineer-in-charge of authorized representative.

15. Operation & Maintenance of compressor packages during contract period:

a) All OEM spares, required for carrying out the operation and maintenance of the complete compressor package during the contract period, including periodic, breakdown maintenance for continuous and uninterrupted operation of compressor packages shall be supplied by BGL free of cost to the Contractor.

b) The Contractor shall have to keep all the consumables like lubricants, coolant etc. required for carrying out periodic, breakdown, emergency maintenance etc. of the package so as to minimize the down time of the compressor.

c) All tools, tackles and fixtures required for carrying out the above maintenance of the compressor shall be in scope of the Contractor. The scope will also include hiring of equipment like crane, forklift, chain pulley block etc. required during the any maintenance activity.

d) Any expert services required from principal company or OEM shall be arranged by the Contractor or his agent at his own cost. In case the contractor fails to resolve the problems associated with the entire compressor package within 72 hours, BGL reserves the right to call the expert services at the risk and cost of the contractor. All arrangements like phone, fax, computer, internet etc. required for correspondences with above personnel shall be arranged by the Contractor.

e) The periodic maintenance required to be done as per OEM recommendation shall be taken up promptly. The Contractor shall provide the detailed preventive maintenance schedule along with

i) Estimated down time required for each type of maintenance schedule.

ii) List of spares and their quantities required for each type of maintenance schedule per compressor.

iii) Type and number of man days required for each type of maintenance schedule per compressor.

f) The Contractor shall use only OEM's certified spares during maintenance. In case, the schedule maintenance of the OEM manual recommends to check and replace parts like valves springs, valve plates, piston rings etc. after certain time interval, same shall be replaced or used further only on approval from the BGL representative. However any unto ward consequences for non-replacement of such parts shall be the responsibility of the Contractor.

g) All routine and periodic checks / inspections required to be done as per OEM recommendation shall be done by the Contractor. Instruments required for above inspection like vernier calliper, micrometer screw gauge, fill gauges, bore gauge etc. shall be in scope of the Contractor and these instruments shall be calibrated every year.

h) All parts replaced by the Contractor during the above contract period shall be properly packed and handed over to BGL, on replacement.

i) The Contractor shall submit a copy of the daily / weekly / fortnightly / monthly / bio-monthly / quarterly and yearly performance report to the EIC in both soft and hard form. All stationery including the printed material shall be in scope of the Contractor.

j) All the maintenance / inspection job carried out by the Contractor shall be recorded and the report of the same shall be jointly signed by BGL representative.

k) The EIC will be final authority to take decision with regards to maintenance or replacement of spares or any disagreement between the Contractor and BGL, during the execution of the contract.

l) The Contractor shall carry out calibration of gas detectors and flame detectors every six months or earlier as per requirement or instruction of EIC of BGL. Also yearly calibration of all the instruments such as pressure gauges, transmitters, switches, mass flow meters etc shall be in the scope of the Contractor. In addition to the above all safety relief valves shall also be tested and calibrated every year.

m) Calibration shall be done from government-approved laboratories and shall be carried out at least 15 days prior to the calibration due date.

n) The periodic maintenance required to be done as per OEM recommendation shall be taken up promptly. The Contractor shall plan such maintenances during non peak hours and in consultancy with the EIC of BGL. Any maintenance that needs to be taken up shall be well planned in advance with due approval of the EIC. The scope shall include preparation of maintenance schedule for carrying out the maintenance during the contract period.

Brief Scope of Work:

1. Equipment under AMC

AMC proposed will be limited to the equipment listed under Vijayawada CNG station as per details given below:

Sl. No.	Name of Equipment & Make	Model & Brief specification	Qty.	Sl. No.	
Pkg 1	a	Burckhardt CNG Compressor	C3T209GP, 1200 SCMH capacity	1	276003
	b	Caterpillar Gas Engine	G3406, 242 KW	1	4FD02927
	c	Air Compressor Ingersoll-Rand	2545, 7.5 KW	1	7043822

Other accessories like Air exchangers, packages, Instrumentation & control panel etc. related to the Gas Compressor packages

2. Contractor team – Site deputation, Rolls and Responsibility

CNG compressors in BGL Mother Station shall be manned by Site-in-Charge, Technician & Operators as per details given below

Discipline	Qualification	Experience	Qty	Total
O&M In-charge	B. Tech / Diploma	3/5 yrs.	1 / Gen. Shift	01
Maintenance Team (Gen. Shift)				
Technician (Mechanical/ Electrical / Instrument)	Diploma / ITI	5/8 yrs.	1 / Gen. Shift	01
Operation Team (Shifts)				
Operators	ITI	2 yrs.	1 / Shift	03
Note: At any point of time manpower required per day is 05 and above				

O&M In charge:

The O&M In charge's functions and responsibilities are listed below:

- a) To function as an integral member of the BGL O&M coordination team.
- b) Interface with Contractor / BGL on all equipment and system issues mobilize any Contractor / BGL resources required for scheduled or unscheduled maintenance.
- c) Assist BGL personnel with development and implementation of sound operating and maintenance strategy and procedures, including corrective action guidance.
- d) Assessments of consumables, operational and maintenance spares, OEM services and raise the requirements, procure the same after getting the necessary approval.
- e) Provide reports as per BGL O&M practices.
- f) Conduct training programs for upgrading O&M resources, participate in all Contractor / BGL sponsored safety trainings.
- g) Collect and provide data as deemed necessary by BGL to analyze equipment performance.
- h) Responsible for performing all routine, breakdown & scheduled maintenance activities, safety of equipments for safe operations during O&M.
- i) Monitor all essential parameters of the running equipment and report any discrepancy in operational parameters.
- j) Providing all personnel with the necessary PPE like Safety shoes, Hand gloves, Cotton uniform etc. and ensure that the personnel shall all the time use PPE when they are at site.

Maintenance Technicians:

- a) To function as an integral member of BGL O&M coordination team, they will support site in-charge and will be available to meet any emergency situation.
- b) Assist the operation team for all routine, breakdown & scheduled maintenance activities during O&M.

- c) Monitor the performance of equipments.
- d) They will be part of operation team.

Operation Team:

- a) Assist the site in-charge on operation & maintenance requirement.
- b) Monitor all essential parameters of the running equipment and report any discrepancy in operational parameters.
- c) Responsible for log book data capturing, minor maintenance activities, safety of team and handing over the charge to the next shift.

Maintenance team shall be made available for work on 24 Hrs. basis.

3. Scope of work – Operation & Maintenance

3.1 Consumables:

All Consumables like Compressor Frame oil, Lubricator oil, Engine lube oil, Air Compressor lube oil, Coolants, DM water, Gear box oil, Grease, other consumables required if any etc including general **fasteners** for running the entire package will be in Contractor's scope during the AMC period.

3.2 Tools & Tackles:

One set of conventional Mechanical & Electrical general tools for maintenance job shall be provided by Contractor and Special tools supplied along with the original equipments will be provided by BGL.

3.3 Special Services:

- Contractor shall arrange calibration of all the instruments which are installed in the package annually after necessary approval from BGL
- Contractor shall arrange filling of Co2 cylinders quarterly, however the flooding system function check with discharging the Co2 shall be carried periodically and recorded
- Contractor shall arrange visit of vendor representative for package routine maintenance depending on site requirement. Services like inspection, breakdown, top / major overhauls shall be taken care by contractor
- Contractor shall arrange welder / plumber when required with material if required
- Contractor shall arrange Panel vendor / Software programmer visit when required with parts if required
- Contractor shall provide all necessary lifting equipment
- Contractor shall provide all necessary facilities of any additional repair, welding, testing, calibrations, radiography, NDT, thickness measurement
- Contractor shall provide OEM services if required for Top & Major Overhaul

- Maintenance of the instruments, transmitters, controls, switchgear within the battery limit
- Contractor shall provide First Aid box at site
- Contractor shall provide painting of canopy and equipments annually / as and when required
- Contractor shall supply electrical system / panel which are damaged in case of power failure

3.4 Additional Services:

Contractor shall provide any additional service that may be required, using the expertise and technology of OEM services and should provide a detailed inspection report

3.5 Scope for AMC Activities:

Contractor shall depute site personnel as enlisted above for carrying out the AMC of the CNG compressor packages

Uninterrupted service shall be provided round through shift operations including Sundays and other holidays throughout the contract period. Contractor shall advise the schedule / predictive maintenance that need to be carried out and BGL will provide reasonable time period to carry out such work

Operational activities involved in the contract are broadly, categorized below:

- i. Shift will run on 8 Hrs. pattern i.e. shift will function for round the clock
- ii. Taking hourly readings of parameters of operating packages
- iii. Maintain and compile records of all operational data of the compressor plant
- iv. Monitor availability of the compressor plant, study and analysis
- v. To operate and maintain the compressor plant to achieve optimum system availability at all the time
- vi. Contractor shall deploy experienced personnel to operate and maintain the facilities and to meet the above requirement
- vii. To prepare necessary reports and data logs such as equipment availability, outage, daily, monthly, quarterly and annually & diagnosing variations in important critical parameters, corrective measures / actions thus highlighting their effects on equipment

Maintenance activities are as detailed below:

1. All annual O&M spare parts (regular / breakdown / top overhauling / major overhauling) will be in the scope of BGL.
2. Round the clock trouble free and safe operation and maintenance of the following equipment as per laid down operating procedures

Bid Document No. BGL/167/2011-12

- a) Gas compressors, Gas engine, Electric motor, Cooling system, Overhead makeup coolant tank, Gas line with in the battery limit, Valves, Knockout drums, Separators etc.
 - b) Instrumentation – PTs, TTs, PGs, FTs, Electronic panels, Control valves, PSVs etc.
 - c) Electrical panel / Starter, Air compressor system, Gas condensate handling system and Co2 flooding system.
3. Upkeep of all operational and maintenance records and everyday logging of all the critical parameters of equipment, hours run and any specific maintenance / repairs carried out including material / spares consumed
 4. Continuous vigil on the condition of running equipment
 5. Preventive maintenance schedule of all the equipment to be followed religiously using genuine OEM / OES spares and to be recorded in logbook
 6. Fault finding and troubleshooting of the equipment are carried out and maintain the record of it
 7. Schedule maintenance shall normally be carried out during day time general shift, however routine checks and maintenance to be carried out in all the shifts
 8. Upkeep of equipment shall be taken up immediately after completion of maintenance or a repair and area shall be kept neat and clean. The waste generated during maintenance shall be dumped in a designated area within the CNG station
 9. Provide the quality and adequate quantity of lubricating oils and cleaning agent as per OEM recommendations
 10. Coordinate calibration of the instruments and maintain records
 11. Cleaning of heat exchanger tubes during 4000 Hrs. servicing of gas compressor and whenever required due to operational reason
 12. MIS duties – all Checklists, DPRs, Monthly reports miscellaneous correspondence regarding resource requirements and information required by management as and when required
 13. Providing resources such as tools, cotton waste etc. as required for operations
 14. Disposal of empty barrels / burnt oil barrels shall be disposed according to documented procedure
 16. All wastes (hazardous, bio-degradable & non-biodegradable) are stored & disposed off as per documented procedure



Bhagyanagar Gas Ltd.
BHAGYANAGAR GAS
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Tender for Annual Maintenance Contract for
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Vijayawada for a period of two years.

Bid Document No. BGL/167/2011-12

VOLUME II
OF II

SECTION 9

SPECIAL CONDITIONS OF CONTRACT

1. Payment Terms:

Monthly running account bills in triplicate subject to carrying out maintenance as per the scope of the work. Payment shall be made from the F&A Dept. of BGL, within 15 days from the date of receipt of the bill. The bill should be submitted along with the copies of all reports - preventive M&R, statutory testing / calibration reports, and training reports as necessary duly certified by station In-Charge/Engineer-In-Charge.

2. Contract Performance Guarantee:

Within 15 days of the receipt of the notification of award (LOI) from the OWNER, the successful bidder shall furnish the Performance security in accordance with provision of contract in the form provided in the bid document for two years from the date of Work Order.

The Performance security shall be for the amount equal to 7.5% of one year's contract value (excluding taxes & duties) of the contract awarded towards faithful Performance of the contractual obligations and Performance of services. The Performance security shall be in the form of Crossed Demand Draft/Banker's Cheque or Bank Guarantee in favor of BGL, Hyderabad. Bank Guarantee shall be from any Indian scheduled commercial 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 commercial bank in case of foreign bidder. However, other than the Nationalized Indian Bank, the bank whose BG 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, as per proforma enclosed in the Tender Document.

The Bank Guarantee shall be valid for a period of 24 months from the date of issue of LOI / WO.

The Bank Guarantee will be discharged by BGL not later than 6 months from the date of expiration of the seller's obligations under the contract.

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 the OWNER may award the order to the next lowest evaluated bidder or call for new bids at its discretion at the risk and cost of the successful Bidder.

3. Deployment Schedule:

Within 15 days of written requisition from EIC.



Bhagyanagar Gas Ltd.
BHAGYANAGAR GAS
LIMITED

Tender for Annual Maintenance Contract for
Burckhardt Compressor Package of BGL at
Vijayawada for a period of two years.

Bid Document No. BGL/167/2011-12

VOLUME II
OF II

SECTION 10

SCHEDULE OF RATES (SOR)



BHAGYANAGAR GAS
LIMITED

Tender for Annual Maintenance Contract for
Burckhardt Compressor Package of BGL at Vijayawada
for a period of two years.

VOLUME II
OF II

Bid Document No. BGL/167/2011-12

Schedule of Rates (SOR)

Tender No: BGL/167/2011-12

Item: Tender for Annual Maintenance Contract for Burckhardt Compressor of BGL at Vijayawada for a period of two years.

S. No	Description	Qty (Months) (X)	Rate per month (Rs / Month) (Y)	Total Amount (Rs) (X x Y)
1	Lump sum Operation & Maintenance Charges for 1200 SCMH Gas Engine (CAT G3406) driven Burckhardt Compressor package inclusive of all scopes (Consumables, lubricants, fasteners, other services etc.) as specified in detailed SCC excluding OEM Spares.	24		
Sub Total in Rs:				
Service Tax @.....%:				
Grand total in Rs:				

Note:

- Schedule of Rates should be signed and stamped by the bidder.
- Bidder should quote exactly as per the format specified in Schedule of Rates.