



BHAGYANAGAR
GAS LIMITED

**Tender for Printing MJC Books, Bill Receipt Books, etc. for
Bhagyanagar Gas Ltd.**

Bid Document No. BGL/490/2019-20

VOLUME
I OF I



Bhagyanagar Gas Ltd.

BHAGYANAGAR GAS LIMITED

(A JOINT VENTURE OF HPCL & GAIL)

BID DOCUMENT FOR

**Tender for Printing MJC Books, Bill Receipt
Books, etc. for Bhagyanagar Gas Limited**

**UNDER LIMITED DOMESTIC
COMPETITIVE BIDDING**

Bid Document No.: BGL/490/2019-20

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GAS LIMITED

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Bid Document No. BGL/490/2019-20

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REQUEST FOR QUOTATION (RFQ)

BID DOCUMENT NO.: BGL/490/2019-20

Date: 07.02.2020

To,

ITEM : Tender for Printing MJC Books, Bill Receipt Books, etc. for Bhagyanagar Gas Ltd.

Due Date & Time of submission of bid : 20.02.2020 at 1500 Hrs

Date and time for opening of Un-Priced bids : 20.02.2020 at 1600 Hrs

Address : **Bhagyanagar Gas Limited**
2nd Floor, ParishramBhavan,
APIDC Building,
BasheerBagh, Hyderabad.
Tel: 040-232366983,
Fax: 040-23245081.
Email: bonnyk.joseph@bglgas.com

Contact Person : Bonny K Joseph, Manager (C&P)

Validity of submission of offer : Minimum **03 months** from the due date

BID SECURITY DETAILS :
a) Bid Security Amount : Not Applicable

Note: Corrigenda, Addenda, Clarifications etc. if any to the above will be hosted only in BGL website. Bidders should regularly visit the website to keep themselves updated.



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Gentlemen,

1.0 Bhagyanagar Gas Limited (BGL) is a joint venture of M/s. GAIL (India) Limited and M/s. Hindustan Petroleum Corporation Limited (HPCL) and operating CNG & City Gas Distribution in the states of Telangana and Andhra Pradesh.

2.0 Sealed tender under **Single-Bid System** are invited for **Printing MJC Books, Bill Receipt Books, etc. for Bhagyanagar Gas Ltd.** Sealed tender should reach Bhagyanagar Gas Limited, Hyderabad on or before the due date and time at the address given above. The bidder should type the Bid format (enclosed) in their own letter without altering/changing the content.

3.0 **EVALUATION BASIS**

Bidder shall quote the rates as per 'Schedule of Rates' of this tender. Bidder must quote for scope as defined in bid document, bids submitted for part scope shall be considered as non-responsive and liable to be rejected. The tender shall be finalized on the basis of overall minimum cost to BGL.

4.0 **SEALING & MARKING OF BIDS**

Bids are invited for the item(s) in complete accordance with the Bid Document.

Bids should be submitted separately in **two parts in sealed envelopes** super-scribed with the Bid Document Number, due date, item and nature of bid (un-priced, priced), as follows:

Bids should be submitted separately in **two parts in sealed envelopes** super-scribed with the Bid Document Number, due date, item as follows:

Part – A:

- i) **UNPRICED CUM PRICED BID (1 Original +1 Copy)** complete with original tender document sent to bidder and all other Technical and Commercial details of offer. Each page of tender document and offer shall be signed & stamped by bidder towards acceptance of the terms and conditions of the tender document.
- ii) SOR as per the format of tender document duly filled with prices.

The two SEALED envelopes, containing **Part-A & Part-B** of offer respectively, shall be enclosed in a larger envelope duly sealed and pasted with the enclosed CUT-OUT slips of this tender and shall bear the name and address of the bidder.

- 5.0 i) Bid Document calls for offers on single point "Prime Bidder" responsibility basis. Bidders are therefore advised not to submit offers in "Consortium" or "Joint Bid". Joint bid referred herein is an offer, which seeks order to be placed on more than one party/co-bidder.
- ii) Order will be placed on the "Prime Bidder" alone who will be responsible for all contractual purposes. The status of all other vendors as may be referred/identified by the Prime Bidder in the offer, shall be that of sub-vendor/sub-supplier.

The prices once quoted by the bidder shall not be allowed for any subsequent price revision/adjustments at his own. As such, bidders are advised to ensure that their offer



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is on single bidder responsibility basis is complete as per scope of work/supply as specified in Bid Document.

- 6.0 Bids complete in all respects should reach on or before the BID DUE DATE AND TIME. Fax/Telex/Telegraphic/ E-Mail bids shall be rejected.
- 7.0 Bhagyanagar Gas Limited (BGL) reserves the right to reject any or all the bid received, at its discretion without assigning any reason, whatsoever.
- 8.0 This Request for Quotation (RFQ) is an integral and inseparable part of the enclosed Bid Document
- 9.0 The bid opening of the un priced part and price part shall be in the presence of representative of bidder who may like to be present in the bid opening and who bring duly authorized letter of authority in the format, enclosed at section – 6. However date of opening of price part will be intimated to the bidder later on with a notice period of 3 days.
- 10.0 **BIDDER IS ADVISED TO QUOTE STRICTLY AS PER TERMS AND CONDITIONS OF TENDER DOCUMENT AND NOT TO STIPULATE ANY DEVIATION / EXCEPTIONS. BIDDER MAY NOTE THAT TECHNICAL OR COMMERCIAL CLARIFICATIONS NORMALLY WILL NOT BE SOUGHT FOR AFTER THE RECEIPT OF THE BIDS. BIDDERS ARE ADVISED IN THEIR OWN INTEREST TO ADHERE TO ALL THE TECHNICAL AND COMMERCIAL CONDITIONS AS PER BID DOCUMENT. HOWEVER, BGL RESERVES THE RIGHT TO ACCEPT ANY DEVIATION WITH APPROPRIATE COMMERCIAL LOADING IN THE BEST INTEREST OF THE PROJECT.**
- 11.0 PLEASE ACKNOWLEDGE THE RECEIPT OF THE BID DOCUMENT AND CONFIRM YOUR INTENTION TO QUOTE OR NOT IMMEDIATELY. IN CASE YOUR ARE NOT INTENDING TO QUOTE THEN PLEASE GIVE REASONS AND ALSO PLEASE RETURN THE TENDER DOCUMENT TO US.
- 12.0 If the bid due date happens to be a holiday in BGL, the next working day shall be considered for bid due date.
- 13.0 Offers sent without payment of requisite tender fee will be ignored straightaway.
- 14.0 Bidder, if so desired, may seek clarification on the tender document. Any request to this effect should positively reach before 7 days of due date of submission of bid on the following address:-

Bonny K Joseph, Manager (C&P)
Bhagyanagar Gas Limited
2nd Floor, APIDC Building
ParishramBhavan, BasheerBagh, Hyderabad
Ph No.: 040- 2323 6983
Fax. No.: 040- 2324 5081
Email: bonnyk.joseph@bglgas.com



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Please specify Bid Document Number in all your correspondence.

THIS IS NOT AN ORDER

Yours faithfully,
FOR AND ON BEHALF OF
Bhagyanagar Gas Limited

Enclosure: Bid Document
Annexure-I Sample copies

(Bonny K Joseph)
Manager (C & P)

**ALL THE SUPPORTING DOCUMENTS REQUIRED AS PER TENDER ENQUIRY
ARE TO BE FILED PROPERLY. NO LOOSE PAPERS OR ATTACHMENTS ARE
ALLOWED OR ENTERTAINED.**



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SECTION-1
CUT OUT SLIPS



BHAGYANAGAR
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CUT OUT SLIP

(OUTER ENVELOPE)

DO NOT OPEN-THIS IS A QUOTATION

CLIENT : BHAGYANAGAR GAS LIMITED

BID DOCUMENT NO : BGL/490/2019-20

ITEM : Tender for Printing MJC Books, Bill Receipt Books, etc. for Bhagyanagar Gas Ltd.

DUE DATE & TIME : 20.02.2020 at 1500 HRS (IST)
TO
M/s Bhagyanagar Gas Limited
2nd Floor, APIDC Building
ParishramBhavan,
BasheerBagh, Hyderabad,
Telanagana – 500004
Ph No.: +91-040- 23236983
Fax No.: +91-040- 232450810
Kind Attn: Bonny K Joseph
Manager (C&P)
Email: bonnyk.joseph@bglgas.com

NAME:

ADDRESS



BHAGYANAGAR
GAS LIMITED

**Tender for Printing MJC Books, Bill Receipt Books, etc. for
Bhagyanagar Gas Ltd.**

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PART – A (Un Priced cum Priced Bid)

CLIENT : BHAGYANAGAR GAS LIMITED

BID DOCUMENT NO : BGL/490/2019-20

ITEM : Tender for Printing MJC Books, Bill Receipt Books, etc. for Bhagyanagar Gas Ltd.

DUE DATE & TIME : 20.02.2020 at 1500 HRS (IST)

TO

**M/s Bhagyanagar Gas Limited
2nd Floor, TSIDC Building
ParishramBhavan,
BasheerBagh, Hyderabad,
Telanagana- 500004**

Ph No.: +91-040- 23236983

Fax No.: +91-040- 23245081

**Kind Attn: Bonny K Joseph
Manager (C&P)**

NAME:

ADDRESS

(To be pasted on the envelope containing “Un Price Bid”)



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SECTION 2

INSTRUCTIONS TO BIDDERS



BHAGYANAGAR
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INSTRUCTION TO BIDDER

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INSTRUCTIONS TO BIDDERS (ITB)

1.0 COST OF BIDDING

- 1.1 The bidder shall bear all costs associated with the preparation and submission of the bid, and BGL will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

2.0 BID DOCUMENT

- 2.1 Bid document is on two volume i.e. Volume – I.
- 2.2 The bidder is expected to examine all instructions, forms, terms and specifications in the bid document. The Bidding Documents together with all its attachments thereto, shall be considered to be read, understood and accepted by the bidders, unless deviations are specifically stated seriatim by the bidder. The deviation (if any) is to be indicated in the format exception & deviation statement for clear identification. The deviation mentioned at other places in the offer shall not be considered by the Owner and therefore shall have ‘Null & Void’ status. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at bidder’s risk and may result in the rejection of his bid. Bidder must return the Agreed Terms and Conditions (as applicable), duly filled in, along with the bid.
- 2.3 The services required, bidding procedure and Contract Terms are prescribed in the Bid Document. The Bid Document includes:

A) VOLUME – I

- Request for Quotation
- i) Instructions to Bidders (ITB)
 - ii) Forms & Formats
 - Formal Declaration of Offer
 - Bid Form
 - Bidders General Information
 - Contract Agreement Form
 - Exception and Deviation Statement
 - vi) Special Conditions of Contracts
 - vii) Technical Specifications
 - viii) Schedule of Rates / Price Schedule

3.0 CLARIFICATION ON BID DOCUMENT

As stated in ‘Request for Quotation’

4.0 AMENDMENT OF BID DOCUMENT

- 4.1 The OWNER may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents.
- 4.2 The amendment will be notified in writing or by fax, e-mail to all prospective bidders who have received the bidding documents and fill form of Bid Document and will be binding on them.
- 4.3 In order to afford prospective bidders, to take the amendment into account in preparing their bids, the OWNER may, at its discretion, extend the bid due date.

5.0 LANGUAGE OF BID



- 5.1 The bid prepared by the bidder and all correspondence/drawings and documents relating to the bid exchanged by bidder and the OWNER shall be written in English language. Provided that any printed literature furnished by the bidder may be written in another language so long as accompanied by an ENGLISH translation, in which case, for the purpose of interpretation of the bid, the ENGLISH translation shall Govern. Metric measurement system shall be applied.

6.0 DOCUMENTS COMPRISING THE BID/OFFER BY BIDDER

- 6.1 Each page of offer shall be signed & stamped by the bidder. Each format provided in the bid document shall be completely filled. The offer/bid prepared by the bidder shall necessary comprise the following:-
- a) Power of Attorney to quote for Bid.
 - b) Bid Form as per format.
 - c) Documentary evidence establishing that the goods and services to be supplied by the Bidder conform to the Bidding documents.
 - d) Copies of documents defining the constitution or legal status, place of registration and principal place of business of the Company or firm or partnership.
 - e) Details of the experience on supplies/works of similar nature executed during the last 03 (three) calendar years. Copy of purchase/work order & completion certificate should be enclosed with the bid.
 - f) Financial data as per format.
 - g) Exceptions & Deviations
 - h) ***Duly signed & stamped original bid document (Volume-I).***
 - i) Confirmation that bidder is not banned by any Government organization / Government Undertaking from quoting.
 - j) Sales tax registration certificates
 - k) Any other information / details required as per bid document
 - l) Any other information/ detail bidder may like to enclose.
 - m) ISO 9001: 2008 (latest editions) certifications,

All the supporting documents required as per tender requirement are to be filed properly. No loose papers or attachments are allowed or entertained.

7.0 BID FORM

- 7.1 The bidders shall complete the Bid Form as per format.

8.0 BID PRICES

- 8.1 The prices quoted by the Bidders will be inclusive of all taxes, duties, levies, royalties, rights for usage / obligation of proprietary tools and price implication due to terms and conditions of the bid document. It is the responsibility of the bidder to ascertain and verify the applicable taxes/ levies and quoted accordingly.
- 8.2 The bidder shall indicate on the appropriate 'Schedule of Rates' attached to these documents 'Unit Prices & Total Bid Prices' offered to supply under the contract.
- 8.3 Prices shall be quoted, in the prescribed 'Schedule of Rates' separately for each item of scope of work.
- 8.4 The total price quoted shall be inclusive as dealt in various sections of the bid document. Prices will be quoted in strict compliance to the format given in the Schedule of rates.
- 8.5 Prices quoted by the bidder shall be firm (except statutory variation as per bid stipulation) and fixed during the bidder's Performance of the contract.
- 8.6 Prices shall be written both in words and figures.



8.7 Prices indicated in the price schedule shall be entered in the following manner along with other relevant information:

8.7.1 Prices shall be quoted as per SOR and shall include:

- i) Ex-works basis
- ii) Price packing & forwarding.
- iii) GST
- vi) Octroi
- v) Other taxes, duty levies if any
- vi) Freight charges on door delivery basis.
- vii) Total cost
- viii) Third party inspection charges
- ix) Installation/ commissioning charges (if applicable)
- x) Any other charges

Bidders shall furnish separately the above such details against each quoted items in SOR.

8.7.2 All services to be provided by the bidder shall be inclusive of the following:

- a) The charges for stevedoring, port & customs clearance, taking custody from Owner against indemnity bond, packing & forwarding, handling and transportation for all goods to site(s).
- b) Cost of all services required as per scope of work including unloading, handling, storage at site,
- c) All taxes, duties & levies etc. including works contract tax & service tax as applicable
- d) All other financial implication to complete the 'Scope of Work' complete in all respect.

8.7.3 Firm Prices except for statutory variation in taxes and duties

Prices quoted by the bidder, shall remain firm and fixed and valid until completion of the Contract Performance and will not be subject to variation on any account except for statutory variation in taxes and duties occurring during schedule delivery period of the contract.

9 BID SECURITY – NOT APPLICABLE

10 PERIOD OF VALIDITY OF BIDS

10.1 Bids shall be kept valid for **90 Days** from the final bid due date. A bid valid for a shorter period may be rejected by the OWNER as non-responsive.

The bidder shall not be entitled during the aforesaid period of bid validity, without the consent in writing of the OWNER to revoke or cancel its Bid or to vary the Bid given or any term thereof.

10.2 Notwithstanding para just above, the OWNER may solicit the bidders' consent to an extension of the period of bid validity. The request and the responses thereto shall be made in writing by fax, or e-mail. A bidder granting the request will neither be required nor permitted to modify its bid, while confirming extension of bid validity.

11 FORMAT AND SIGNING OF BID

11.1 The bidder shall prepare required number of copies of the bid, clearly marking each "Original Bid" and "Copy number of Bid" as appropriate. In the event of any discrepancy between them, the original shall govern.

11.2 The original and all copies of the bid shall be typed or written in ineligible ink and shall be

signed by the bidder or a person duly authorized to bind the bidder to the Contract. The name and position held by each person signing, must be typed or printed below the signature. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

- 11.3 The complete bid shall be without alterations, interlineations or erasures, except necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

12 PREPARATION & SUBMISSION OF BIDS

- 12.1 One set of Bid Document including Bid form shall be issued to the Bidder. Documents in required number as mentioned in the Bid document shall be submitted along with the bid by the Bidder.
- 12.2 Addenda/Corrigenda to this Bid document, if issued, must be signed and submitted along with the Bid Document.
- 12.3 Bidders are advised to submit quotations based strictly on the terms & conditions and specifications contained in the Bid Document and not to stipulate any deviations.
- 12.4 Each bidder shall submit only one bid. A bidder who submits more than one bid will be rejected. Alternative bids will not be accepted.
- 12.5 Bid shall be submitted in the following manner separately sealed in envelope(s) duly superscribed as below:

Part-A: Un-price Bid cum Price Bid

12.5.1 PART-A: UNPRICED CUM PRICED BID

- i) UNPRICED CUM PRICED BID in TWO SETS complete with all technical and commercial details of offer. Each page of offer shall be signed & stamped by bidder.
- ii) SOR with prices blanked out and items as quoted.
- iii) Original Copy of tender document (Volume – I) alongwith all Annexures duly signed & stamped on each page as a token of acceptance of all terms & condition.

These un-priced bids shall be completely identical in all respects including enclosures and shall be enclosed in separately sealed envelope duly superscribed with Bid Document No., Item Details, Bid due date & time etc. and “UNPRICE CUM PRICED BID - DO NOT OPEN”. The envelope shall also indicate the name and address of the bidder.

- 12.6 All the copies of BID should be signed & stamped by the Bidder on each page.
- 12.7 *If the outer envelope is not sealed and not marked as required, the OWNER will assume no responsibility for the Bid's misplacement or premature opening.*

13.0 BID DUE DATE

- 13.1 Bids must be received by the OWNER at the address specified in the Bidding Documents not later than the date and time specified in the Request for Quotation (RFQ).
- 13.2 The OWNER may, at its discretion, on giving reasonable notice by fax, e-mail or any written communication to all prospective bidders who have been issued the bid documents, extend the bid due date. In which case all rights and obligations of the OWNER and the bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

14.0 LATE BIDS

- 14.1 Any bid received by the OWNER after the bid due date and time prescribed in the Bid

Document shall not be considered.

However, Owner reserve right to consider late bid under certain circumstances. No request from bidder to consider late bid will be entertained by the Owner.

- 14.2 Telex/Telegraphic/Tele fax/E-mail offers whether sent directly or submitted by local agent in India will not be considered.

15.0 MODIFICATION AND WITHDRAWAL OF BIDS

- 15.1 The bidder may modify or withdraw his bid after the bid's submission, provided that the modification/withdrawal notice is received by the OWNER prior to the bid due date & time.

The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched to the Owner so as to reach before bid due date & time. A withdrawal notice may also be sent by e-mail or Tele fax but must be followed by a signed confirmation copy dated not later than the deadline for submission of Bids.

- 15.2 No bid shall be modified subsequent to the deadline for submission of bids.
15.3 No bid shall be allowed to be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the Bid Form.

16.0 OPENING OF BIDS BY OWNER

- 16.1 The OWNER will open bids in the presence of bidders' representatives (duly authorized by a competent person and having the Letter of Authority as per proforma given in bid document). Bidder, who choose to attend, on date, time and venue as mentioned in the Bidding Document may depute his representative accordingly. The bidders' representatives, who are present, shall sign a form evidencing their attendance.
16.2 The bidder(s) names, modifications, bid withdrawals and the presence or absence of the requisite Prices of Bids, Discounts Offered and such other details as the OWNER, at its discretion, may consider appropriate will be announced at the opening & recorded at the time of opening of bid.

17.0 EVALUATION OF BIDS

- 17.1 The OWNER will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order.
17.2 The Bids without requisite Bid Security and/or not in the prescribed proforma will not be considered and Bids of such bidders shall be liable to be rejected.
17.3 Once quoted, bidder shall not make any subsequent price changes on his own.
17.4 Unsolicited clarification to the Bid and/or change in price during its validity period would render the Bid liable for outright rejection.

17.5 TECHNO-COMMERCIAL AND PRICE EVALUATION OF BIDS

- 17.5.1 To assist in the examination, evaluation and comparison of bids, the OWNER. may at its discretion, ask the bidder for a clarification of its bid. The request for such clarification and the response shall be in writing. No change in the price or substance of bids shall be sought, offered or permitted unless these are specifically asked by the Owner.
17.5.2 Prior to the price evaluation and price comparison of bids, the OWNER will determine the substantial responsiveness of each bid to the bidding documents. For purpose of this Article a



substantially responsive bid is one which conforms to all the terms and conditions of the bidding document without material deviations or reservations. The OWNER'S determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to the extrinsic evidence.

17.5.3 A bid determined as substantially non-responsive will be rejected by the OWNER and may not subsequently be allowed by the OWNER to be made responsive by the bidder by correction of the non-conformity.

17.5.4 Bidder's Bid shall be considered non-responsive and rejected, if deviations are taken to the under mentioned provisions of Bid Documents by the Bidder:-

- i) Period of validity of bids
- ii) Force Majeure
- iii) Resolution of Dispute/Arbitration
- iv) Termination of Contract
- v) Any other such provisions if specifically stipulated elsewhere in the Bid Document.
- vi) Warranty and Guarantee of goods
- vii) Offer not submitted for complete scope of work
- viii) Firm prices
- ix) Prices not quoted as per Schedule of Rates.
- x) Bidder have been banned by Government of India or any its Agency/ Undertaking/ Department of Government of India/ BGL/ IGL/ MGL etc.
- xi) Bidder is under liquidation
- xii) Bidder is under litigation which owner considers as not suitable.
- xii) Bids not conforming to technical specification/requirements

18.0 OPENING OF PRICE BIDS

The price bids of the substantially responsive bidders will be opened in presence of duly authorized representative of bidders. Notice will be given by Owner to the substantially responsive bidder to depute their representative with proper authorization letter. The price bids of those bidders determined to be not substantially responsive will not be opened.

19.0 PRICE COMPARISON OF BIDS

19.1 The OWNER will carry out price evaluation and price comparison of bids previously determined to be techno-commercially acceptable.

19.2 Arithmetical errors will be rectified on the following basis:-

- i) In case discrepancy between unit price in figure and words, the rate given in words will prevail unless unit price in figure matches with the value calculated after dividing total value by quantity of that particular item in which case unit price in figure will be considered valid.
- 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 will be corrected. If there is a discrepancy between the total amount and the sum of total prices, the sum of the total prices shall prevail and the total bid amount will be corrected.

19.3 Bidders shall submit their prices as follows:

The prices quoted by Bidders for the scope of work defined in the tender documents will include customs duty plus C.V.D. and any addition duty, if any, excise duty and sales tax as applicable which shall be indicated separately.

Price quoted by the bidders shall include all costs towards Insurance (as applicable as per bid



document) all type of handling, transportation, works contract/turnover/ trade tax service tax and any other duties liabilities, levies, fees etc. as applicable and payable by the SUPPLIER under the Contract or for any other cause as already envisaged in the Bid Document.

19.4 OWNER'S price evaluation and price comparison of techno-commercially acceptable bids shall take following into account:

- i) Total value on FOT site basis including liability towards , excise duty, all other taxes & duties, levies, transportation, all insurance and all other costs as applicable up to Final Acceptance of work complete in all respects.
- ii) The total site price quoted shall be compared net-off Cenvat credit, to be made available to the Purchaser/ owner by the successful bidder for which value are to be provided in the SOR.
- iii) If two bidders happens to be L-1, the ranking shall be decided based on the working capital of the bidder

20.0 CONTACTING THE OWNER

20.1 Bidder shall not contact the PURCHASER/OWNER on any matter relating to its Bid, unless asked by the Owner, from the time of Bid opening to the time the CONTRACT is awarded.

20.2 Any efforts by a bidder to influence the OWNER'S/ CONTRACTOR'S bid evaluation, bid comparison or contract award decisions may result in the rejection of the bidder's bid.

21.0 AWARD CRITERIA

The Purchaser will award the contract to the successful Bidder whose Bid has been determined to be the lowest evaluated, responsive Bid, provided further that the Bidder is determined to be qualified to satisfactorily perform the Contract.

22.0 OWNER'S RIGHT TO VARY QUANTITIES AT THE TIME OF AWARD

The OWNER reserves the right at the time of award of Contract to increase or decrease by up to 50% rounded off to next higher integer the quantity of supplies as specified in the SOR. without any change in unit price or other terms & conditions. Any variation in quantity beyond this limit will be mutually agreed upon by the owner and the supplier.

23.0 OWNER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

23.1 OWNER reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or; any obligations to inform the affected bidder or bidders of the ground for the OWNER'S action.

23.2 In awarding the contract goods, the Owner reserve the right to make the award, based on the evaluation criteria, to more than one bidder.

24.0 NOTIFICATION OF AWARD

24.1 Prior to the expiration of period of bid validity the OWNER will notify the successful bidder in writing or by fax (FOI), to be confirmed in writing, that his bid has been accepted. Such 'Notification of Award' will constitute the formation of the Contract.

24.2 Completion Period shall be counted from the date of 'Notification of Award'.

25.0 PERFORMANCE SECURITY (CONTRACT PERFORMANCE BANK GUARANTEE) - NOT APPLICABLE

26.0 INCOME TAX LIABILITY

The bidder will have to bear all income tax liability, both Corporate as well as for their



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personnel, pursuant to award of contract against this enquiry.

27.0 VOID

28.0 MODE OF PAYMENT

All payments payable in Indian rupees against the contract shall be released by Owner through account payee cheque payable at par.

29.0 STATUTORY VARIATION IN TAXES & DUTIES, CUSTOM DUTY

29.1 The CONTRACTOR shall pay and be entirely responsible for any and all taxes including service tax, duties, levies etc. which are payable in relation to the Performance of the CONTRACT. The quoted price shall be inclusive of all such taxes and duties.

29.2 BGL shall deduct Income tax at source at applicable rates.

29.3 Any statutory variation occurring during scheduled period of contract shall be to the Bidder's account.

30.0 WAIVER OR TRANSFER OF THE AGREEMENT

30.1 The successful bidder shall not waive the Agreement or transfer it to third parties, whether in part or in whole, nor waive any interest that is included in the Agreement without the prior written permission of the Employer.

31.0 ORDER OF PRESIDENCE

31.1 The Articles contained in this Section shall supplement to the Special Conditions of Contract, General Conditions of Contract – Works. Where any portion of Special Conditions of Contracts, and General Conditions of Contract – Works is repugnant or at variance with any provisions of Instructions to Bidders. Instructions to Bidders shall be deemed to over-ride the provision(s) of Special Conditions of Contract, and General Conditions of Contract – Works only to the extent that such repugnancies of variations in Instructions to Bidders are not possible of being reconciled with the provisions of Special Conditions of Contract, General Conditions of Contract – Works.

32.0 DISCLAIMER

Bidders should ensure that bidding document is complete in all respects. In the event that the bidding document or any part thereof is mutilated or missing, the bidder shall notify BGL immediately at the following address:

Bhagyanagar Gas Limited,
2nd Floor, Parishram Building
APIDC Building
Basheerbagh
Hyderabad – 500 004
Ph : 040-23236983/ Fax :040-23245081

In the event such written notice is not received at the aforementioned office within seven (7) days from the date of issue of the bidding document to the bidder, the bidding documents received by the bidder shall be deemed to be complete in all respects. No extension of time shall be granted under any circumstances to any bidder for submission of its bid on the grounds that the bidder did not obtain a complete set of the bidding document.

BGL makes no representation or warranty, express or implied, as to the accuracy, correctness and completeness of the information contained in the bidding document.



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SECTION - 3

FORMS & FORMATS



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Form-F1

FORMAL DECLARATION OF OFFER

Tender for:

I.....Certify that I am a person duly authorized to sign tenders for and on behalf of: Company Name.....and having read the tender documents, offer to provide services foras specified in the Request for Quotation

- Under the terms and conditions included in the Invitation to Tender documents;
- In accordance with the specification stated in the Invitation to Tender documents;
- At the price (or prices) and at the delivery time (or times) or by the completion date quoted.

It is agreed that any other terms and conditions of contract or any general reservations which may be printed on any correspondence emanating from the tenderer in connection with this tender or with any contract resulting from this tender shall not be applicable to this tender or to the contract.

It is confirmed that all and any management information which BGL may request from this company will be provided by the company within the stipulated time period.

Our offer is valid for _____ unless this period is extended by mutual agreement.

Authorized Signatory :

Name in BLOCK LETTERS :

Address :

Position in Company :

Tel Number :

Fax Number :

E-mail :



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FORM-F2

BIDDER'S GENERAL INFORMATION

To
Bhagyanagar Gas Limited
Parisrama Bhavan
APIDC Building, Basheer Bagh
Hyderabad – 500 004

- 1-1 Bidder Name :
- 1-2 Number of Years in Operation :
- 1-3 Address of Registered Office :
- City..... District.....
- State..... PIN/ZIP.....
- 1-4 Operation Address :
- if different from above:
- City..... District.....
- State..... PIN/ZIP.....
- 1-5 Telephone Number :
- (Country Code) (Area Code) (Telephone Number)
- 1-6 E-mail address: :
- 1-7 Website: :
- 1-8 Fax Number: :
- (Country Code) (Area Code) (Telephone Number)
- 1-9 ISO Certification, if any {If yes, please furnish details}
- 1-10 Bid Currency :
- 1-11 Port of shipment :
- 1-12 Whether Supplier / Manufacturer :
- Dealer/Trader/Contractor
- 1-13 Type of Material Supplies :
- 1-14 Banker's Name :
- 1-15 Branch :
- 1-16 Branch Code :
- 1-17 Bank account number :



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ONLY FOR INDIAN BIDDERS

- 1-18 GST No. :
- 1-19 PAN No. :
- 1-20 SSI or MSME No :
- 1-21 Type of Entity : Corporate/ Non-Corporate (As per
CGST/SGST/UTGST Act). (In case of Non-
Corporate Entity, bidder will submit
documentary evidence for same).

(SIGNATURE OF BIDDER WITH SEAL)



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Form-F3

BID FORM

To
Bhagyanagar Gas Limited (BGL)
ParishramBhavan, APIDC Building,
BasheerBagh, Hyderabad – 500 004

Date:

Dear Sir,

Having examined the Bid document the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide supply / works / services in conformity with the terms and conditions of bid document.

We undertake, if our bid is accepted, to complete entire work as specified in the tender document within the completion schedule specified therein.

We agree to abide by this bid for a period of 03(Three) months from the date fixed for bid opening under Instructions to Bidders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof in your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated Day of 2020.

Signature of Authorized Signatory

Name:

Date:
Designation
Place:

Seal:



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Form-F4

**PROFORMA OF LETTER OF AUTHORITY FOR ATTENDING THE UN-PRICE BID
OPENING /PRICE BID OPENING**

No.

Date:

Bhagyanagar Gas Limited (BGL)
Parishram Bhavan, TSIDC Building,
Basheer Bagh, Hyderabad – 500 004

Attn:

Dear Sirs,

We _____ hereby authorize following representative(s) to attend un-priced bid opening and price bid opening and for any other correspondence and communication against above Bidding Document:

1. Name & Designation.....Signature.....
2. Name & Designation.....Signature.....

We confirm that we shall be bound by all and whatsoever our representative (s) shall commit.

Yours faithfully,

Signature.....

Name & Designation.....

For & on behalf of.....

Note:

This Letter of Authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.



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Form-F5

LETTER OF AUTHORITY

**PROFORMA of Letter of Authority for Bid
Negotiations and Signing the Agreement**

No.

Date:

Bhagyanagar Gas Limited (BGL)

Parishram Bhavan,
TSIDC Building,
Basheer Bagh,
Hyderabad – 500 004

Attn:

Sub: Tender No.

Dear Sirs,

We.....do hereby confirm that (name and address)
of Mr. Messers (name and address) is/are authorised to represent us for bid negotiations and to
conclude the Agreement on our behalf with you against your above cited tender
for.....

We confirm that we shall be bound by all and whatsoever our representatives shall commit.

Yours faithfully

Signature

Signature of Mr.

Is attested

Name and Designation
for & on behalf of BIDDER

Note:

This letter of Authority should be on the letterhead of the Bidders and should be signed by a
person competent and having the power of attorney (power of attorney shall be annexed



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Form-F6

DECLARATION

Bhagyanagar Gas Limited
Parisrama Bhavan
APIDC Building, Basheer Bagh
Hyderabad – 500 004

Dear Sir(s),

1. We confirm and declare that we are not under any liquidation, court receiver ship or similar proceedings.
2. Further we confirm and declare that we have not been put on Holiday by BGL/GAIL/HPCL or not have banned or delisted by any Government or Quasi-Government agencies or Public Sector Undertaking. If you have been banned delisted then this fact must be clearly stated.

SIGNATURE OF THE BIDDER:.....

NAME OF THE BIDDER:.....



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Form-F7

EXCEPTION AND DEVIATION STATEMENT

NAME OF WORK :

BID DOCUMENT NO. :

Bidder may stipulate exceptions and deviations to Bid Document, if considered unavoidable as per the following format:

Sl. No.	Clause No.	Page No. Of Tender Document	Deviation	Reasons For Deviation

Any exceptions/deviations brought out by us elsewhere in our Offer shall not be considered as valid and should be ignored by the Owner / Consultant.

NAME OF BIDDER :

SIGNATURE OF BIDDER :
& SEAL

Note 1: Bidder is advised not to stipulated deviation to Bid Document until & unless it becomes unavailable. Deviation may lead to rejection of bid and stipulation on 'Bid Rejection Criteria' given in 'Instruction to Bidder' of bid document should be read carefully.

Note 2: All Techno-Commercial exceptions/deviations taken by Tenderer to the stipulations of the Tender Document shall be brought out here (and not in the other parts of offer Document or price offer).

Note 3: Even in case of "No Deviation" this format is to be filled in a 'No Deviation' & submitted along with the offer



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SECTION - 4

GENERAL CONDITIONS OF CONTRACT

(GCC)



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GENERAL PURCHASE CONDITIONS (GPC)

1. Consignee: C&P In-charge, Bhagyanagar Gas Limited (BGL), (complete address). Any expenditure and/or demurrage incurred in respect of a wrong delivery shall be recovered from supplier.
2. Quotation, duly sealed & superscribed with the tender/enquiry no., bid opening date and the words 'QUOTATION – DO NOT OPEN', should reach this office on or before 1400 hrs on the due date of opening along with samples, if required, failing which your offer will not be considered. Quotations received late are liable to be rejected. Quotations will be opened on the due date at 1500 hrs in the presence of tenderers/authorized representatives of tenderers, who may intend/like to participate. A quotation received late by post or other means are liable to be rejected.

BGL reserves the right to accept/reject any or all tenders without assigning any reason whatsoever.

3. Local Sales Tax and Central Sales Tax/VAT/TIN registration Nos. must be mentioned in the quotation.
4. Rates should be given according to unit mentioned in NIT and no alternative unit will be considered. Further, rates should be quoted on FOT dispatch point basis including P&F and indicating rate of taxes, duties etc. and freight upto Site. Price shall be written in both words and figures. In the event of difference, the price in words shall be valid and binding. Unit prices shall be considered correct in the event of any discrepancy with regard to total price.
5. The offer should remain valid for not less than 3 months from the bid opening date. Offers with less validity are likely to be ignored.
6. Offers subject to prior sale will not be considered. Further, the standard terms and conditions of the bidder are not acceptable.
7. Revised offer or post-bid modification of offer after the opening date will not be considered.
8. The required quantities at the time of placement of order can be changed upto $\pm 25\%$ of the quantities specified in enquiry.
9. **Price /Purchase Preference:** Price/Purchase preference shall be applicable as per Govt. rules/guidelines in vogue.
10. **Price Reduction Schedule for delayed delivery:** In case of delay in delivery of equipment/materials or delay in completion, total contract price shall be reduced by $\frac{1}{2}\%$ (half percent) of the contract price (excluding taxes, duties & freight) per complete week of delay or part thereof [genuine pre-estimate of the loss/damage agreed between the Seller and Purchaser without any proof of the actual loss/or damage caused by such breach/delay] subject to a maximum of 5% (five percent) of the total contract price(excluding taxes, duties & freight). In case of delay in delivery on the part of Seller, the invoice value shall be

reduced proportionately for the delay and payment shall be released accordingly. In the event the invoice value is not reduced proportionately for the delay, the PURCHASER may deduct the amount so payable by SELLER from any amount falling due to the SELLER or by recovery against performance guarantee. Decision of the Purchaser in the matter of applicability of price reduction shall be final and binding on the Seller. The date of GR/LR shall be considered as date of delivery.

In a supply contract, the portion of supply completed in all respect which can be used for commercial operation shall not be considered for applying PRS, if delivered within contractual delivery period. The remaining supplies which are completed beyond the contractual delivery shall attract price reduction schedule @½ % of the delayed delivery value maximum upto 5% of the total order value.

11. Enterprise's information with respect to MSME Development Act, 2006

The bidders are required to confirm whether the enterprise is a Micro/ Small/ Medium enterprises along with documents from the appropriate authority:

“We confirm that we are a micro/ small/ medium enterprises under the MSMED Act 2006”.
(Please strike off whichever status is not applicable).

Further, with respect to micro and small enterprises, the MSMED Act defines the term ‘supplier’ as enterprises which have filed a memorandum with the authority specified by the respective State Government.

If the bidder is a micro/ small enterprise and has filed a memorandum with the specified authority, please confirm the following:

“We are a supplier within the definition of section 2 (n) of the MSMED Act
_____ (Yes/ No).”

If the response to the above is ‘Yes’, the bidder is required to provide a copy of the **Entrepreneurs Memorandum (EM)** filed with the authority specified by the respective State Government.”

12. Performance Guarantee (CPBG): In case the basic order value exceeds Rs 7.0 (Seven) lakhs, the seller shall within 30 days after the receipt of order, furnish Performance Guarantee either in the form of Demand Draft or in the form of Bank Guarantee/irrevocable Letter of Credit to BGL, in the format provided in the bidding documents, for an amount equivalent to 10% of the basic value of contract. The performance guarantee shall be valid for 3 months beyond the expiry of Warrantee/Guarantee period. The Bank Guarantee will be discharged by BGL not later than 6 months from the date of expiration of the Seller's entire obligations, under the contract.

13. Inspection, Testing & Expediting: Purchaser or its representative shall have the right to inspect and / or test the goods to confirm their conformity to the contract specifications. The inspection & tests may be conducted on the premises of the seller at the point of delivery and / or at the goods final destination. All reasonable facilities & assistance



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including access to drawings & production data shall be furnished by seller to purchaser free of cost.

When stores are rejected by the consignee, the same will be intimated to the supplier with the details of such rejected stores as well as the reason for their rejections and that the material will be lying at the consignee's premises at the risk and cost of supplier. The supplier will also be called upon either to remove the materials or to give instructions as to their disposal within 14 days and in the case of dangerous/infested and perishable materials within 48 hrs, failing which the consignee will either return the materials to the supplier on freight to pay or otherwise dispose them off at the supplier's risk and cost. The consignee will also intimate the concerned paying authority, quantity of the material so rejected so as to recover the freight charges from the supplier. The purchaser shall also be entitled to recover handling and stores charges for the period during which the rejected stores are not removed @ 5% of the stores for each month or part of a month till the rejected stores are finally disposed off.

14. Warranty :

The supplier shall warrant that everything to be furnished hereunder shall be free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards of the materials of the type offered and in full conformity with the specifications drawings or samples, if any, and shall if operable, operate, properly. This warranty shall survive inspection of payment for and acceptance of the goods but shall expire 12 months from the date of commissioning / operations or 24 months from the date of despatch, whichever is earlier.

15. Payment terms:

100% Payment will be released within 15 days of receipt and acceptance of material/installation at site/stores through e-banking. In case of payment through bank, all bank charges shall be borne by the vendor.

16. Invoice:

In case where documents are not routed through Bank, original plus one copy of invoice may be directly sent to In-charge (F&A) BGL, immediately after dispatch with copies to purchaser and the consignee mentioned in purchase order. Invoice must bear the purchase order no. with date and should also indicate the dispatch particulars. It may be noted that the documents will be retired only if the dispatches are made as per the terms of the purchase order.

17. Packing & Marking:

While dispatching ordered stores, it will be the responsibility of the supplier to properly pack the consignment so as to enable its delivery at destination free from loss, damage or pilferage. Each packing must contain a list of stores packed therein. Each packing/bundle must be prominently marked with order no. and packing no. & consignee name & address.

18. Despatch documents:

Transit Risk Insurance shall be arranged by BGL. The vendor will intimate dispatch particulars to purchaser through e-mail / fax at the time of dispatch of goods.



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The dispatch documents shall consists of Invoice, Challan, Packing List, GR/LR, inspection/Test Certificate and any other document(s) as mentioned in the P.O. Copies of dispatch documents should reach BGL well in advance failing which any demurrage/wharfage etc. incurred on account of late/ non-receipt of dispatch document/wrong dispatches of consignment will be recovered from supplier. In case of documents through Bank, it may be noted that the documents will be retired only if the dispatches are made as per the terms of the purchase order.

19. It should be noted that if an order is placed on a higher tenderer as a result of this tender, in preference to the lowest acceptable offer, in consideration of an earlier delivery, the supplier will be liable to pay to BGL the difference between the ordered rate and the rate quoted by the lowest acceptable tenderer in case he fails to complete the supply in terms of such order within the date of delivery specified in the tender and incorporated in the order. This is without prejudice to other rights under terms of order.
20. **Limitation of Liability:** Notwithstanding anything contrary contained herein, the aggregate total liability of Seller under the agreement or otherwise shall be limited to 100% of order price. However, neither party shall be liable to the other for any indirect and consequential damages, loss of profits or loss of production
21. **Repeat Order:** Purchaser reserves the right within six months of order to place repeat order up to 50% of ordered quantity.
22. **Termination of Contract:** The PURCHASER may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Seller, terminate the contract in whole or part –
- If the Seller fails to deliver any or all of the goods within the time period/(s) specified in Contract; or
 - If the Seller fails to perform any other obligation(s) under the Contract and
 - If the seller, in either of the above circumstances, does not cure his failure within a period of 30 days (or such longer period as the Purchaser may authorize in writing) after receipt of the default notice from the Purchaser

In the event the Purchaser terminates the contract in whole or part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the Seller shall be liable to the Purchaser for any excess costs for such similar goods. However, the Seller shall continue performance of the Contract to the extent not terminated.

In case of termination of contract herein set forth except under conditions of FORCE MAJEURE and termination after expiry of contract, the vendor shall be put under holiday [i.e. neither any enquiry will be issued to the party by BGL.. against any type of tender of tender not their offer will be considered by BGL against any ongoing tender(s) where contract between BGL and that particular vendor (as a bidder) has not been finalized] for a period of three years from the date of termination by BGL. to such vendor.



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The Purchaser may at any time, terminate the contract by giving written notice to the Seller, without compensation to the Seller, if the Seller becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

23. FORCE MAJEURE : Shall mean and be limited to the following –

- (a) War / Hostilities (b) Riot or Civil Commotion (c) Earthquake, flood, tempest, lighting or other natural disasters (d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by the Seller

The Seller shall advise Purchaser/Consultant by a registered letter duly certified by the local Chamber of Commerce or statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure conditions, In the event of delay lasting over one month, if arising out of causes of Force Majeure, Purchaser reserves the right to cancel the Contract and the provisions governing termination stated under Article 20 above shall apply. For delays arising out of Force Majeure, the Seller shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither Purchaser nor Seller shall be liable to pay extra costs provided it is mutually established that Force Majeure conditions did actually exist. Seller shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken into consideration or not in their quotations. In the event of any Force Majeure conditions, the Seller or the Purchaser shall not be liable for delays in performing their obligations under this order and the delivery dates will be extended to the Seller without being subject to price reduction for delayed deliveries, as stated elsewhere.

24. Resolution of Disputes / ARBITRATION

All disputes or difference whatsoever that shall at any time arise between the parties relating to execution of this Contract/Purchase order shall be referred to the Sole Arbitrator appointed by the General Manager/Officer-in-Charge (OIC) of BGL. whose award shall be final & binding on both the parties.

The contract shall deem to have been entered at BGL, and all suits in respect of this contract shall be under the jurisdiction of the court in New Delhi

25. Seller shall protect and fully indemnify BGL from any claim from infringement of patents, copyright, trademark and the like. In case of any claim in this regard, Seller shall be solely responsible for any consequences/damages.
26. Subsequent to receipt of bids, the information related to the examination, clarification, evaluation and comparison of bids and recommendations for award of contract shall not be disclosed to bidder or other person not officially concerned with such process. Any effort by bidder to influence BGL processing of bid or award decisions may result in rejection of such bids.



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27. The Purchaser requires that Bidders/Suppliers observe the highest standard of ethics during the procurement and execution of the order. In pursuance of this policy, the Purchaser :
- i) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
 - ii) will declare a firm ineligible, either indefinitely or for a stated period of time, if at any time the Purchaser determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract.



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SECTION - 5

SPECIAL CONDITIONS OF CONTRACT (SCC)

SPECIAL CONDITIONS OF CONTRACT (SCC)

1.0 SCOPE OF SUPPLY :

Supply of Printing of Stationery Items as per Price Schedule.

Paper Sizes:

1. MJC books for Domestic/Industrial/Commercial: Size: 10” (25.4 cm) height x 8.0” (20.32cm) width
2. Domestic/Commercial Cash Receipt Book: Size: A5 paper size
3. Domestic Connection Security Deposit Receipt Book: Size: A5 paper size
4. Visiting Cards: Art Card (92mm x 54mm)

Quality of paper:

First copy: SIRPOR PAPER (56 gsm thickness)

Duplicate/ Triplicate/ Quaduplicate copies: SIRPOR PAPER (49 gsm thickness)

Visiting Cards: art card (300 gsm)

Binding:

1. MJC books: Double Board Binding.
2. Receipt books: Single Board Binding

Papers have to be printed in different colors as directed by Officer- In –Charge.

2.0 DELIVERY :

All the items are to be delivered at Corporate Office, Basheer Bagh, Hyderabad or Mother Station Vijayawada, based on vendor/printer location.

All the works including delivery at location to be completed within **30 days** from the date of intimation of EIC.

However, the entire quantity may be procured in installments as per requirements.

3.0 CONTRACT PERIOD :

The Contract shall be Valid for Period of One year (i.e. 12 Months) from the date of issue of work order.

4.0 VALIDITY OF QUOTED RATES :

The Rates Quoted accepted shall remain valid for the entire period of Contract and no escalation whatever shall be permissible after award of the contract.

5.0 PAYMENT TERMS :

1. 90% payment shall be released of each RA bill post receiving the receipt of material, ordered quantity as per BGL requirement and certification of EIC.
2. 10% payment of each RA bills shall be released with the final bill after receiving the entire final quantity/ies certified by the EIC.

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



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GAS LIMITED

**Tender for Printing MJC Books, Bill Receipt Books, etc. for
Bhagyanagar Gas Ltd.**

Bid Document No. BGL/490/2019-20

VOLUME
I OF I

The rates quoted should be inclusive of all charges, surcharges, taxes, duties & transportation charges etc and shall be valid for complete duration of the contract. No backing out for the agreement will be entertained once the same is finalized.

6.0 EXTENSION OF CONTRACT :

The contract may be extended for a maximum period of one year with same rate and terms and conditions of the contract at the sole discretion of BGL, subject to satisfactory performance of the Vendor during the One-year contract period.

7.0 SAMPLE ITEMS :

For case of understanding the scope of tender, sample items where BGL branding/printing is necessary is enclosed (Annexure-I) with this tender. Bidder to consider all monies involved before submitted the offer towards this tender.



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SECTION -6

SCHEDULE OF RATES (SOR)



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Schedule of Rates (SOR)

S. No.	Description	Number of Books				Unit Price Exclusive of all taxes & duties in	Total Amount Exclusive of all taxes & duties in
		Hyderabad	Vijayawada	Kakinada	Total no. of Books (A)	Rs (B)	Rs (C)=(A) X (B)
	(Read Scope of Supply at paragraph 1.0 of Terms & Conditions)						
1	Domestic/Industrial/Commercial MJC book of 100 sets per book with each set containing 1 original and 1 copy.	250	150	150	550		
4	Domestic receipt book of 50 sets per book with 1 original and 2 copies	600	600	1500	2700		
5	Commercial receipt book of 50 sets per book with 1 original and 2 copies	0	10	30	40		
6	Domestic security deposit receipt book of 50 sets per book with 1 original and 2 copies.	10	10	10	30		
Total Amount Exclusive of all taxes & duties in Rs							
HSN / SAC Code:					GST @.....% in Rs.		
Grand Total Amount Inclusive of GST and all taxes & duties in Rs.							

Note:

- Supplier shall strictly follow this SOR format for submission of quote.
- Above required No. of Books are tentative only. However, actual requirement may vary depends on Gas Qty Increases/Decreases or any online Stn/outlet may increase/decrease (under maintenance) during the year. Accordingly, the quoted rates are applicable for 1 year so that if required, BGL may Re-Print the items.

Bidder:

M/s.....

Place:

Date:.....

Signature of Authorized Signatory:.....

Name:.....

Designation:.....

Seal:.....