



Hiring of PNG Projects, Operation & maintenance services and its associated services for a period of 3 years in Hyderabad GA
Bid Document No: BGL/716/2025-26

Volume II of
II



BHAGYANAGAR GAS LIMITED
(A JOINT VENTURE OF HPCL & GAIL)

BID DOCUMENT FOR

Hiring of PNG Projects, Operation & Maintenance services and its associated services for a period of 03 Years in Hyderabad GA

**UNDER OPEN DOMESTIC
COMPETITIVE BIDDING**

Bid Document No.: BGL/716/2025-26

VOLUME-II of II

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**SECTION- 7
SCOPE OF WORK[SOW]**

SCOPE OF WORK

1. Bhagyanagar Gas limited (BGL) intends to be **Hiring of PNG projects, operation & maintenance of services and its associated services approx.** (0.5Lakhs of DPNG, 300Nos of CPNG/IPNG customers, 10 Nos of DRS, 5 Nos of DCU ,1000KM's of MDPE pipeline & 100KM's and all other associated assets) for a **period of 3 years in City gas distribution network in Hyderabad GA.**, and the number of assets and equipment's are increasing / changing as per BGL requirement / expansion plan, and services deployed under this contract may be utilized for all set ups across Hyderabad geographical area of BGL depending upon requirement of BGL and as per instructions of Engineer in-charge (EIC) / Officer in charge (OIC).
2. The estimated assets and equipment's at each asset are as under:

Type	Existing Asset(s)	Tentative equipment and activities at each asset:
DRS/MRS/DCU	DRS:10 Nos. MRS: 60 Nos. DCU -5 No.s	DRS/MRS/DCU (Housekeeping, Preventive/Post Monitoring & Maintenance): Tentative details of critical equipment in above cited equipment is as below: <ol style="list-style-type: none"> 1. 2 Nos. of Filters (if any additional) 2. 1 Nos. of Gas Meter 3. 1 Nos. of EVC 4. 2 Nos. of set SSV & Regulators 5. 2 Nos. of Pressure Safety Valves 6. 2 Nos. of CRV's 7. Valves & Pressure Gauges
Steel Pipeline	Length: 100KM's	<ol style="list-style-type: none"> 1. SV Stations & Chambers 2. Mainline/Tapping Steel Valves & Chambers 3. TCP & PCP (TLP & TR Units) 4. Markers (Pole, RCC, Stickers, Boards & Plate)
MDPE Pipelines	Length: 1000KM's	<ol style="list-style-type: none"> 1. MDPE Valves and Chambers 2. Services Regulators 3. Markers (Pole, RCC, Stickers, Boards & Plate) 4. Shifting, Testing, Damages Rectification and Commissioning
DPNG, CPNG & IPNG	DPNG: 50000Nos CPNG:150Nos IPNG: 150Nos	<ol style="list-style-type: none"> 1. Preventive Monitoring & Maintenance 2. Post Maintenance and Repair 3. Attend/Rectification of all the Emergency Complaints. 4. Attend/Rectification of all types of Customer Requests/ Complaints.

* Progressively & Tentatively

1. The rates quoted by the bidder shall remain firm and unchanged during the entire duration of the contract. No escalation, on any ground whatsoever, shall be admissible. The quoted rates shall be deemed to include all statutory liabilities and compliance costs such as insurance, PF, ESI, uniforms, PPEs, conveyance, administrative overheads, and any other charges required for satisfactory execution of services.
2. The quantities and scope of services specified in the tender document is indicative and for estimation purposes only. BGL reserves the right to vary the quantities as per its operational requirements without any change in the unit rates or other terms and conditions of the contract.
3. The bidder shall arrange suitable conveyance for the support services deployed for BGL to attend works at site. No additional payment shall be made towards provision of automobile (two-wheelers), fuel, maintenance, personal GPS locator, or any related services. The cost for the same shall be deemed to be included in the quoted rates.

Broad Scope of services of the Contractor shall include but not be limited to the items mentioned below:

PNG Operations of BGL Assets & Equipment's:

The activities under Scope of work shall be divided among the SOR items in each station as per following:

3.1 For SOR Item (1), Supervisory Services:

The services are broadly classified below but not limited to:

Providing qualified supervisory services having minimum diploma/ITI qualification with required experience in supervising PNG O&M teams, coordinating field activities, ensuring adherence to safety procedures, maintaining records, and reporting to BGL officials.

Scope includes daily work allocation, supervision of technical services/ PNG support/ assistance services ensuring completion of assigned tasks, maintaining logs and documentation as per BGL requirements and as per details mentioned in SOW.

The scope includes supervision and carrying out the periodic maintenance of Steel & MDPE network and PNG connections(DPNG, CPNG & IPNG) and its associated installations, including functional checks, in order to ensure smooth functioning and for immediate response to emergency like gas leakages due to third party damage to BGL assets to maintain safety of man, machine & property around the place of incident etc., customer complaints, equipment breakdown, leakages etc. Supervision for execution of repairs & maintenance of the network and the installations of CGD Networks of BGL including Steel Pipeline network, MDPE pipeline network, GI network, DPNG Network, District Regulating Skid (DRS)/ Meter Regulating Skid (MRS), City Gate Station (CGS), Decompression Unit (DCU) etc.

Contractor's scope of work for subject services shall include, but shall not be limited to the following. The work described herein shall be carried for the operation and maintenance as per applicable technical specifications and the tender conditions. BGL may, on its own discretion add or delete the activities in the scope of work for the sake of better operational efficiency and results.

- Supervisory Services shall be the overall In-charge of entire O&M activities. He will be a coordinator to interact / interface with the OWNER / its representative. He will be responsible for execution of all relevant work such as Manning / establishment of control room activities,

Patrolling & monitoring of Operation, Maintaining Record, Reporting and periodic / emergency maintenance.

- Supervisory Services has to ensure the smooth & trouble-free operation of all the equipment, installation & associated facilities, gas supply, administrative functions, HSE, consumer service, Liaisoning, etc includes assisting OWNER in Gas Reconciliation. Also, he shall be responsible for stores / assets management, co- ordination for major job with OWNER / its representatives. He shall plan all the activities according to approved plan by BGL and shall monitor the same. He will be responsible for inventory management, especially for essential spares / assets management. Supervisor will be responsible for supervision, monitoring and execution of day-to-day shift duties effectively pertaining to emergency handling, preventive maintenance of all assets/network as per schedule, consumer complaints / services. Apart from above, these services shall be responsible for day-to- day reporting, data logging for the activities performed as per MIS. He shall also be responsible for Liaison with local authorities, etc. He must be competent in maintenance and troubleshooting related to PNG network breakdowns.
- Operation & Maintenance of City Gas Distribution (CGD) Network from City Gate Station (CGS) to the consumer end, which includes all steel and MDPE Pipelines and associated facilities, by keeping it in the healthy condition, to provide uninterrupted gas supply to Domestic, Commercial and Industrial customers etc. All operation & maintenance activities are needed to be performed as per O&M plan of BGL. Activities covered under the instant scope shall be responding to all breakdown or on call basis maintenance activities, maintenance during emergency situations & Taking Corrective Action in timely manner, like third party damage to Steel & MDPE network & its rectification, BGL assets, customer complaints, equipment breakdown etc., Onsite maintenance of Steel / MDPE pipelines, GI / Copper Installations, DRS, MRS ,DCU, industrial skids & installations, Meters, Regulators, Leak Checking with in the DPNG Customer houses and taking their signature on the BGL Format as per guidance of EIC, etc. as per schedule plan and instruction of EIC or his representative.
- Monitoring of all services/ services 24 hours x 365 days to handle any type of emergency and first response at any incident site after communication received from BGL / any other source within the stipulated response time.
- Emergency complaint handling in PNG distribution network and maintenance services of PE pipeline network consisting of 20 mm to 180 mm size of PE pipes which includes attending pipeline damages / gas escapes / fire / shutdowns etc., monitoring third party digging work through patrolling & utility co-ordination; inspection and leakage repair of PE valves, Leakage repair & housekeeping of SR, inspection of pipeline route markers; testing for leakages using gas detector and taking appropriate action as per instruction of BGL representative.
- Attending to customer complaints within stipulated time includes Attending “NO GAS” complaints i.e. complaint of gas not coming in the customer’s house; Attending “FLAME PROBLEM” complaints i.e. complaint of High or Low flame of Stove in the customer’s house; Attending “GAS LEAK” complaints i.e. complaint of any minor Gas leak from the Stove or inside the Kitchen or from outside areas as per the customer notification; meter related complaints, meter replacement, connection verification, rubber hose replacement on customer request, Attending “TEMPORARY/PERMANENT DISCONNECTION”, “RECONNECTION”, etc if any complaints; refitting/fixing RCC guard and attending any other complaint not mentioned herein but made by consumer related to PNG supply.
- Reporting Management Information System (MIS) to BGL O&M team. Collection of data and operational parameters and reporting to BGL as per management information system (MIS) and communication systems / training to services / services including operational software as directed by BGL.

- Supervisory services shall co-ordinate and assists/ liaison for the services related to the operations, e.g. electricity, telephone, water supply, testing & calibration, statutory issues etc. from time to time.
- Laying/shifting of PE line for O & M purpose up to 50 m.
- Replacement/Repairing/Modification/Shifting/housekeeping of SR / PE Valve Chamber/ PE Ball Valve/ Meter / regulator / any other components of the downstream of DRS/DCS network, providing Valve Chamber covers as and when required.
- Providing assistance to BGL GAS during major gas supply curtailment/other supply interruption etc.
- Ensuring consumables like Teflon tapes, grease, lubricant, rust removals, cotton waste, cleaning materials, acetone, screws, nut-bolts etc. as per direction of BGL GAS EIC.
- Ensuring Health, Safety and Environment compliance in accordance to BGL GAS requirements.
- Ensuring Relocation/shifting of existing route/pole markers.
- Ensuring Painting of existing SR Boxes/Valve chamber/route/pole markers.
- Witness commissioning of various PE-PNG project activities.
- Preventive maintenance of PE network such as PE pipeline network patrolling, Lock Pressure Test (LPT) / Leak Detection Test (LDT) of network, Isolation, Venting, Repair of network.
- Preventive maintenance of Service regulators which includes general maintenance of whole installation including painting, testing of OPSO/UPSIO, housekeeping in and around service regulators, leak detection and rectification, monitoring of inlet/outlet pressure, sand filling in service regulator foundation, repairing of foundation, replacement of SR Box and other required fitting if necessary.
- Preventive maintenance of PE ball valves and valve chambers including PE ball valve operation check, Valve chamber cleaning and maintenance including painting/whitewash/housekeeping and pest control for rat and snake repellent (Post Monsoon)
- Monitoring of pressure and flow at DRS/DCS units based on Owner's requirement
- Support services during any other maintenance / shutdown activities taken up by other Agency in area.
- The contractor shall be responsible for the issuance and collection of DPNG O&M expense bills from customers as per the approved PNG rate card and shall hand over or deposit the collected amounts to BGL. The contractor shall ensure that, to the maximum extent possible, all transactions are carried out through digital modes.
- The money collected shall be deposited in the designated account, (which shall be informed by Bhagyanagar Gas Limited) on T + 1 day basis i.e. money collected on one day to be deposited in the BGL account latest by next working day. No extra Payment shall be paid for providing arrangements for safe handling, transportation and deposition of money as cost for providing so deemed to have been quoted / included in other SOR item(s).
- Maintaining and recording the meter readings and gas quality data, electrical energy meter readings etc.
- Monitoring both the activities of PNG sales and gas loss.
- Maintain the Compliant / Suggestion register & update to BGL.
- Any other activity as directed by BGL Officials from time to time for smooth operation of PNG network.
 - Responsible for Overall Supervision of all activities being handled by contractor/OEM'S as per OEM recommendations.
 - Overall responsible for complete housekeeping and cleanliness of the premises as well as equipment's.
 - Maintaining the Daily attendance of other services like technical services, assistance services,

safety supervisory services, etc.

- Shift wise updation of data related to PNG Network.
- Allocation of services shift wise according to the shift schedule.
- Attending and resolving customer issues at PNG Network.
- Complaint Reporting of any equipment problem and any problem or any information to BGL Control room.
- Overall control over the services of other contractual staff working in the shift.
- Maintain the discipline of the services in the shift.
- Ensure the wearing of PPEs in the shift and reporting the non-compliance to station in-charge.
- Ensure the proper handling of equipment at the station like DRS/MRS/DCU etc
- Assigning work to staff under contract & Services handling under GA
- Preparing the shift schedule and circulating the same to concerned BGL station in-charge, make the services to adhere to the schedule.
- Ensure the Uniform, Company Identity, PPEs to all the services and keep the record for the same, sharing the data with concerned BGL authorities is mandatory within the 30Days of FOA/LOI. In case the bidder fails to provide within the stimulated period the amount of rupees per deployed person shall be deducted as penalty for next 30Days. Beyond that the necessary penal action shall be taken as per tender provisions.
- Maintain daily report of attendance at different workplace, verification from station in-charge periodically.
- Maintaining the Assets in the good condition. Any loss & damage to any BGL assets would be recovered from contractor.
- Cash Handling and Cash Deposit responsibility. Ensuring the gas sale balancing with the cash/credits/online transaction amount.
- Preparation of gas consumption data through Gail / PIL, online compressor, DBS stations, DRS, MRS, SR, Industrial costumers.
- Coordination with CGS/ Loading facility team/Technical Services/ services for gas consumption, maintenance of allied accessories, upkeeping of CGS, leakage testing, Valve operation.
- Maintaining data of odorizing units under CGS.
- Ensuing the Pipeline Monitoring through cathodic protection by proper monitoring.
- The deployed supervisory service by the contractor / agency must attend all visiting customers or on-call customers with courtesy and with mindset of performing service with smile. He must attend the grievance of customers with utmost efficient and effective manner and in turn intimating to the designated resolution point / person in BGL or his contractor / agency.
- He / She shall be channelizing the complaints / feedback / grievances raised by the visiting or calling customers over telephone/mobile to the designated BGL personnel as per type of complaint. He may be required to follow up with raised complaints / feedback / grievances until resolutions or as directed by EIC from time to time. Maintain the Compliant / Suggestion register & update to BGL.
- The supervisor shall instruct the helpers/patrollers to pass on the daily readings of CPNG & IPNG customers between 06.00 a.m. to 06.00 a.m. on next day to BGL office/ Control room. The DPR readings should be maintained in the log book on a separate page. The format for DPR will be given by BGL.
- The Contractor has to ensure proper up keeping (maintenance) of plants, flowers, greenery, landscape, hoardings, notice board, etc. which are properties of BGL.
- The Contractor has to bear the Cost to Recouping of First aid box.
- Scope includes liaison with other State Authorities like Municipal corporation, PDO, Statutory authorities etc.

- The Contractor shall deploy sufficient competent supervisors for carrying out the PNG activities as per the scope of work. As per past experience of BGL, the subject job requires minimum 2 supervisors per day. Bidder has to consider the reliving services also in his scope to provide the required services including holidays as per the provision of Factories Act, 1948, since the PNG Operations are to be carried out on all days of the month. Thus, the contractor shall be required to engage minimum 2 supervisors per day. The contractor shall be required to ensure payment of minimum wages including revisions from time to time to all the workers deployed by him. The contractor has also to comply with other statutory obligations including Provident fund, Technical support services compensation etc. for the personnel deployed by him. Keeping in view the aforesaid requirement of workers including their minimum wages, PF, Bonus, Technical support services Compensation Insurance, PPEs, supply of all tools, consumables & tractors and his profit, the contractor must quote his rate for the job accordingly. It may be noted that payment to the contractor shall be proportionately deducted if it is found that the number of supervisors deployed is less than 2 on any day.

3.2 For SOR Item (2), PNG Technical Services or PNG operational and maintenance services (in General shift)- Mechanical:

PNG services:

The services are broadly classified below but not limited to:

PNG Technical Services or PNG operational and maintenance services shall be responsible for emergency / breakdown/preventive maintenance/consumer complaints and day- to-day reporting to the Shift In-charge / Supervisor. By regular check, he should ensure working of tools & tackles, essential for his job. He shall be responsible for the electro fusion jointing of PE pipes for Distribution mains / Services. He is responsible for execution of LPT / LDT and should have good working knowledge on execution of LPT / LDT. He should have relevant work experience and necessary qualification certificate from recognized agency for PE welding / Electro fusion. He shall have the trouble shooting knowledge of Electrofusion welding machine / LPT / LDT. He should always carry his competency card and should produce the same on demand and ensure the validity of his competency certificate after attending required training for the same. He should respect / follow the company's guideline and use the PPEs as per job.

contractor shall provide qualified personnel equipped with a two-wheeler and necessary tools & tackles to carry out routine PNG technical and operational maintenance activities within the designated area. The contractor shall ensure uninterrupted service and upkeep of the assigned network/facilities as per BGL instructions

He shall be responsible for safe handling of emergency/break down maintenance in response time & must wear all recommended PPEs while on job, for carrying out the leakage test of the facility at the customer's premises as per weekly/monthly plan provided by BGL , attending leakage complaints on top most priority and reach the customer's premises within 30 min of reporting, should not collect any cash from the customers under any circumstances., should not enter into arguments with the customer and in case of any dispute report the matter to the Shift In-charge/Incharge immediately and follow instructions/directions given, check for any unauthorized fittings, nonstandard hose pipe, damaged hose pipe etc. while carrying out the regular checks/

maintenance and report the matter to Shift In-charge/In-charge and record such details in the service report and obtain customer signature.

Activities are broadly classified as under but not limited to:

- Modification / shifting / dismantling / decommissioning / repair of existing PE network. Laying/shifting of PE line for O & M purpose up to 50 m.
- Removal of obstacles, grass, and other potentially hazardous materials, in and around of equipment and inside enclosures of all DRS, DCU, industrial skids, valve chambers, TLPs, etc. as per BGL directives.
- Compliance of statutory and safety requirements. Leakage survey along the pipeline route & Industrial/ Commercial customer's end, highly congested areas, once in every quarter as per the PNGRB guideline. The LEL (Lower Explosive Limits), Laser based Gas Detectors equipment will be provided and proper training will also be imparted by BGL for handling & usage of the equipment.
- Periodic cleaning of establishment, Leak Detection & it's rectification of all Domestic, Industrial & Commercial connections and other BGL assets.
- Alteration / Modification / shifting / dismantling of GI Pipe, Cu Pipe, Domestic Meter, Regulator etc. for existing PNG service connection as and when required (Material will be issued by BGL at free of cost.
- Cleaning of filter element, Checking, monitoring, maintenance and setting of PRV (Active/Monitor), SSV, SRV, PCV, Meters etc. in DRS & industrial Skids etc as per PM Schedule / Plan / IMS Documents as per instruction of EIC.
- Emergency & security management as and when required as per direction of EIC.
- The contractor shall take all the necessary pre-cautions for safe operation of work to prevent fire hazards during the execution of the work.
- Unmanned facilities: all other stations like DRS, Metering Installations at all customer premises, etc. are unmanned, but shall be controlled from the control room as per scheduled visits, planned maintenance, patrolling and on emergency requirement.
- The contractor shall be responsible for providing transportation / conveyance facilities for all his personnel for attending duty.
- .No separate payment shall be payable to contractor for transportation.
- Replacement/Repairing/Modification/Shifting/housekeeping of SR / PE Valve Chamber/ PE Ball Valve/Meter / regulator / any other components of the downstream of DRS/DCU network, Valve Chamber covers as and when required.
- Preventive maintenance of PE network such as PE pipeline network patrolling, Lock Pressure Test (LPT) / Leak Detection Test (LDT) of network, Isolation, Venting, Repair of network.
- Preventive maintenance of Service regulators which includes general maintenance of whole installation including painting, testing of OPSO/UPS0, housekeeping in and around service regulators, leak detection and rectification, monitoring of inlet/outlet pressure, sand filling in service regulator foundation, repairing of foundation, replacement of SR Box and other required fitting if necessary.
- Preventive maintenance of PE ball valves and valve chambers including PE ball valve operation check, Valve chamber cleaning and maintenance including painting/whitewash/housekeeping, replacement of damaged cover plates & pest control for rat and snake repellent (Post Monsoon).
- Monitoring of pressure and flow at DRS/DCU units based on Owner's requirement.
- Support services during any other maintenance / shutdown activities taken up by other Agency in area.

- PNG Technical Services will attend the duties on a shift basis / or timings as per the instructions of BGL representative / EIC.
- PNG Technical Services shall be provided with a two-wheeler and all necessary tools required to attend complaints, maintenance activities, etc. The same shall be maintained at all times and included in the scope of the contract
- The Contractor shall deploy sufficient competent Technical Services for carrying out the PNG activities as per the scope of work. As per past experience of BGL, the subject job requires minimum 8 Technical Services per day. Further, relievers are also required for reliving the Technical Services during weekly holidays as per the provision of Factories Act, 1948, since the PNG Operations are to be carried out on all days of the month. Thus, the contractor shall be required to engage minimum 8 Technical Services per day. The contractor shall be required to ensure payment of minimum wages including revisions from time to time to all the workers deployed by him. The contractor has also to comply with other statutory obligation including Provident fund, Technical support services compensation etc. for the personnel deployed by him. Keeping in view the aforesaid requirement of workers including their minimum wages, PF, Bonus, Technical support services Compensation Insurance, PPEs, supply of all tools, consumables & tractors and his profit, the contractor must quote his rate for the job accordingly. It may be noted that payment to the contractor shall be proportionately deducted if it is found that the number of Technical Services deployed is less than the required on any day.

No extra Payment shall be paid for providing automobile (2-Wheeler) / fuel / services / personal GPS locator and cost for providing so deemed to have been quoted / included in the offered quote.

3.3 For SOR Item (3), PNG Technical Services or PNG operational and maintenance services (round the clock basis-24X7)-Mechanical:

The services are broadly classified below but not limited to:

PE Technical Services/ services cum plumber shall be responsible for emergency / break down/preventive maintenance/consumer complaints and day- to-day reporting to the Supervisor. By regular check, he should ensure working of tools & tackles, essential for his job. He shall be responsible for the electro fusion jointing of PE pipes for Distribution mains / Services. He is responsible for execution of LPT / LDT and should have good working knowledge on execution of LPT / LDT. He should have relevant work experience and necessary qualification certificate from recognized agency for PE welding / Electro fusion. He shall have the trouble shooting knowledge of Electrofusion welding machine / LPT / LDT. He should always carry his competency card and should produce the same on demand and ensure the validity of his competency certificate after attending required training for the same. He should respect / follow the company's guideline and use the PPEs as per job.

He shall be responsible for safe handling of emergency/break down maintenance in response time & must wear all recommended PPEs while on job, for carrying out the leakage test of the facility at the customer's premises as per weekly/monthly plan provided by BGL , attending leakage complaints on top most priority and reach the customer's premises within 30 min of reporting, should not collect any cash from the customers under any circumstances., should not enter into arguments with the customer and in case of any dispute report the matter to the Shift In-charge/Incharge immediately and follow instructions/directions given, check for any unauthorized

fittings, nonstandard hose pipe, damaged hose pipe etc. while carrying out the regular checks/maintenance and report the matter to Shift In-charge/In-charge and record such details in the service report and obtain customer signature.

- Modification / shifting / dismantling / decommissioning / repair of existing PE network. Laying/shifting of PE line for O & M purpose up to 50 m.
- Removal of obstacles, grass, and other potentially hazardous materials, in and around of equipment and inside enclosures of all DRS, DCU, industrial skids, valve chambers, TLPs, etc. as per BGL directives.
- Compliance of statutory and safety requirements. Leakage survey along the pipeline route & Industrial/ Commercial customer's end, highly congested areas, once in every quarter as per the PNGRB guideline. The LEL (Lower Explosive Limits), Laser based Gas Detectors equipment will be provided and proper training will also be imparted by BGL for handling & usage of the equipment.
- Periodic cleaning of establishment, Leak Detection & it's rectification of all Domestic, Industrial & Commercial connections and other BGL assets.
- Alteration / Modification / shifting / dismantling of GI Pipe, Cu Pipe, Domestic Meter, Regulator etc. for existing PNG service connection as and when required (Material will be issued by BGL at free of cost.
- Cleaning of filter element, Checking, monitoring, maintenance and setting of PRV (Active/Monitor), SSV, SRV, PCV, Meters etc. in DRS & industrial Skids etc as per PM Schedule / Plan / IMS Documents as per instruction of EIC.
- Emergency & security management as and when required as per direction of EIC.
- The contractor shall take all the necessary pre-cautions for safe operation of work to prevent fire hazards during the execution of the work.
- Unmanned facilities: all other stations like DRS, Metering Installations at all customer premises, etc. are unmanned, but shall be controlled from the control room as per scheduled visits, planned maintenance, patrolling and on emergency requirement.
- The contractor shall be responsible for providing transportation / conveyance facilities for all his personnel for attending duty.
- .No separate payment shall be payable to contractor for transportation.
- Replacement/Repairing/Modification/Shifting/housekeeping of SR / PE Valve Chamber/ PE Ball Valve/Meter / regulator / any other components of the downstream of DRS/DCU network, Valve Chamber covers as and when required.
- Preventive maintenance of PE network such as PE pipeline network patrolling, Lock Pressure Test (LPT) / Leak Detection Test (LDT) of network, Isolation, Venting, Repair of network.
- Preventive maintenance of Service regulators which includes general maintenance of whole installation including painting, testing of OPSO/UPS0, housekeeping in and around service regulators, leak detection and rectification, monitoring of inlet/outlet pressure, sand filling in service regulator foundation, repairing of foundation, replacement of SR Box and other required fitting if necessary.
- Preventive maintenance of PE ball valves and valve chambers including PE ball valve operation check, Valve chamber cleaning and maintenance including painting/whitewash/housekeeping, replacement of damaged cover plates & pest control for rat and snake repellent (Post Monsoon).
- Monitoring of pressure and flow at DRS/DCU units based on Owner's requirement.
- Support services during any other maintenance / shutdown activities taken up by other Agency in area.

- PNG Technical Services will attend the duties on a shift basis / or timings as per the instructions of BGL representative / EIC.
- The Contractor shall deploy sufficient competent experienced Technical Services for carrying out the PNG activities as per the scope of work. As per past experience of BGL, the subject job requires minimum 15 Technical Services per day. Further, relievers are also required to relieve Technical Services during weekly holidays as per the provision of Factories Act, 1948, since the PNG Operations are to be carried out on all days of the month. Thus, the contractor shall be required to engage minimum 15 Technical Services per day. The contractor shall be required to ensure payment of minimum wages including revisions from time to time to all the workers deployed by him. The contractor has also to comply with other statutory obligation including Provident fund, technical support services compensation etc. for the personnel deployed by him. Keeping in view the aforesaid requirement of workers including their minimum wages, PF, Bonus, Technical support services Compensation Insurance, PPEs, supply of all tools, consumables & tractors and his profit, the contractor must quote his rate for the job accordingly. It may be noted that payment to the contractor shall be proportionately deducted if it is found that the number of Technical Services deployed is less than 15 on any day and each shift 5 Technical Services.

3.4 For SOR Item (4&5), PNG support/Assistance Services (in General shift and round the clock basis):

- Literate & physically fit helper shall be deployed for the assisting to Technical Services/ services for all activities. He shall be aware of PNG equipment maintenance activities such as MDPE pipeline, SR, Valve Chambers, etc. in case of gas leakage emergency. He shall also assist in initial excavation in case of third- party damage situations and provide assistance to PE Technical Services/ services for any job pertaining to Maintenance. He shall be responsible for excavation of trenches, pits, cutting of excessive grass / housekeeping in vicinity of SR/TB/DRS/DCU/CPRS, MRS, Valve Pit, etc. in case of gas leakage, emergency. He shall also carry out the housekeeping, office assistance and assistance to Technical Services for any job pertaining to Maintenance.
- Service for digging, backfilling and other similar jobs as and when required to be provided by the contractor as per instruction of EIC
- Painting of existing SR Boxes/Valve chamber/route/pole markers and Witness commissioning of various PE-PNG project activities.
- Maintenance of Steel or MDPE line Valve chamber -Removal of all foreign materials like grass, vegetation, garbage, water (by arranging dewatering pump if required), sewage etc. Pest control Treatment in valve chamber such as Limestone powder etc. Checking of Valve Operativity & greasing. Painting of Valve and Chamber Cover. (average no. of valves considered calculated by considering length of steel and MDPE p/l, valve at every 3 km in steel and 1 Km in MDPE & servicing of each valve two times a year)
- Replacement/Repairing/Modification/Shifting/housekeeping of SR / PE Valve Chamber/ PE Ball Valve/Meter / regulator / any other components of the downstream of DRS/DCU network, Valve Chamber covers as and when required.
- Removal of SS Tube trench
- Cleaning of drains in the DCU Station
- Shifting of material from one station to other station

- Digging and excavation activities
- Dewatering, cleaning, etc
- Any other work as per instruction of BGL.
- The Contractor shall deploy sufficient helpers for carrying out the PNG activities as per the scope of work. As per past experience of BGL, the subject job requires minimum 8 helpers in general shift and 12 helpers in round the clock per day. Further, relievers are also required for reliving the helpers during weekly holidays as per the provision of Factories Act, 1948, since the PNG Operations are to be carried out on all days of the month. Thus, the contractor shall be required to engage minimum 8 helpers in general shift and 12 helpers in round the clock per day. The contractor shall be required to ensure payment of minimum wages including revisions from time to time to all the workers deployed by him. The contractor has also to comply with other statutory obligation including Provident fund, Technical support services compensation etc. for the personnel deployed by him. Keeping in view the aforesaid requirement of workers including their minimum wages, PF, Bonus, Technical support services Compensation Insurance, PPEs, supply of all tools, consumables & tractors and his profit, the contractor must quote his rate for the job accordingly. It may be noted that payment to the contractor shall be proportionately deducted if it is found that the number of Technical Services/ services deployed is less than 8 helpers in general shift & 12 helpers in round the clock and each shift 4 Technical Services/ services.

3.5 For SOR Item (6), Safety Supervisory Services (in General shift):

Scope of services of safety Incharge is broadly classified below but not limited to:

Infrastructure in CGD Network:

- City Gate Station comprising of Odorizing unit, Isolation valves, metering etc.
- PNG Stations: IPNG/CPNG Meters, DRS, MRS, DCU, etc.
- Steel grid network,
- MDPE Network,
- Meter Regulating Station (MRS) for Industrial, Commercial & Domestic Customers,
- Light Commercial Vehicles (LCV),
- Isolation Valves with vent lines in Steel & MDPE Lines.
- Various stores & warehouses,

MDPE line is more prone to third party damage as compared to steel pipeline. Possibility of damage to steel pipeline is less in comparison with MDPE line. However, steel grid/pipeline also may be damaged by third party. In both the case, gas may leak & will result in a hazardous situation. Our endeavor should be to avoid such kind of third party, it is necessary to arrest gas leak by repairing the damaged section with utmost safety precaution.

Safety is required at every stage of operation & maintenance of all the equipment installed at

various locations like CNG/DCU station, DRS, MRS, CGS, Steel/MDPE line, customer premises. Unless & until adequate safety measures are taken, it is highly risky to operate & maintain CGD Network. Fire & safety training to all the persons deployed /entrusted to carry out operation & maintenance is required. It is also necessary to inculcate safe working habits amongst the technical support services so as to avoid any kind of unsafe acts & unsafe conditions which may create accident in future. It is mandatory to keep adequate no. of fire extinguishers at CNG/DCU stations, DRS, MRS, CGS & customer premises as per Gas Cylinder Rules and as per PESO (formerly known as CCoE) approval accorded. It is also necessary to have adequate no. of fire & gas detectors inside the enclosure of the compressor station enclosure and automatic release of fire extinguishers should be ensured.

In the business of City Gas Distribution (CGD), large nos. of customers like domestic, commercial & domestic customers are involved. In addition, CNG is filled in huge no. of public vehicles. Moreover, CGD infrastructure being laid & operated in & around city area, large population will be highly affected in case of any kind of untoward incident.

Our first & foremost effort should be to operate & maintain the CGD Network in a safe & healthy manner without creating unsafe condition & without doing unsafe act so that any kind mishap can be avoided. Best effort should be made to create a safe & healthy working environment by adopting/promoting safe work practices, procedures & by taking care of behavioral safety aspects.

The contractor shall ensure adequate nos. of technical services for execution of fire & safety related activities as mentioned above

i. Responsibility of Fireman Firefighting, fire prevention, fire protection, safety standby duty, safety round, operation of various firefighting appliances, testing, checking/maintenance of firefighting equipment, lifting/ loading/ unloading of fire & safety equipment related materials & all other F&S related activities as per instruction of BGL OIC/ safety in-charge/EIC. The deployed person will perform duty in 6 days duty + 1 day off pattern. He shall report to F&S in-charge of respective sites. In case of emergency during odd hours & off day's deployed person will rush to the site for firefighting & rescue operation. And any other job as when as advised by site EIC/SIC. The person may be deployed in shift (Morning/evening/night) also as when required basis as per instruction of BGL F&S in-charge.

He Shall also provide the services for following F&S related activities: Developing of documents, formats & procedures relating to Fire & Safety, preparing the draft technical specification, documents, formats & procedures for related matters/issues, maintaining records for all equipment/appliances relating Fire & Safety, preparing various safety reports, preparing presentations, ensuring that all records/files are maintained, preparing the list of statutory & legal requirement to be complied w.r.t. safety, visiting to installations under his respective Geographical area (City) jurisdiction for F&S related activity, To provide support in firefighting training programs in societies, vehicle drivers, school children, plumbers, contractors and all stake holders, Managing Firemen/supervisor activities, preparing monthly/annual F&S activity schedule, to support in Incident investigation, attending emergency calls/firefighting, to support for organizing meeting with local administration/agency, preparing the list of firefighting equipment, appliances & PPEs available at various sites shall provide service to Fire & Safety officer/HOD(F&S)/EIC at respective site as per the requirement which may arise time to time. And any other job as when as advised by EIC/SIC. The deployed person will perform duty in 6 days duty + 1 day off pattern.

Qualification shall be Diploma in Industrial Safety from any Govt. / Govt. recognized Private institute and at least two years' experience in any industry / company (Private /Govt.), preferably Oil & Gas Industry.

Or

BE (Fire) / BE (Fire & Safety) from NFSC, Nagpur or any Govt. / Govt. recognized Private institute and at least one year experience in any industry / company (Private /Govt.), preferably Oil & Gas Industry.

- The Contractor shall deploy sufficient competent safety supervisors for carrying out the PNG activities as per the scope of work. As per past experience of BGL, the subject job requires minimum 1 safety supervisors per day. Further, reliever are also required for relieving the supervisors during weekly holidays as per the provision of Factories Act, 1948, since the PNG Operations are to be carried out on all days of the month. Thus, the contractor shall be required to engage minimum 1 safety supervisors per day. The contractor shall be required to ensure payment of minimum wages including revisions from time to time to all the workers deployed by him. The contractor has also to comply with other statutory obligation including Provident fund, Technical support services compensation etc. for the personnel deployed by him. Keeping in view the aforesaid requirement of workers including their minimum wages, PF, Bonus, Technical support services Compensation Insurance, PPEs, supply of all tools, consumables & tractors and his profit, the contractor must quote his rate for the job accordingly. It may be noted that payment to the contractor shall be proportionately deducted if it is found that the number of safety supervisors deployed is less than 1 on any day.

3.5 PNG Technical Services/ services services for Electrical / Mechanical / Instrumental Maintenance:

Operation & Maintenance of Electrical Systems

- 4 Maintain and troubleshoot electrical panels, switchgear, MCCs, and power distribution systems at CGS, DRS, TR Unit and CNG /DCU stations.
- 5 Ensure uninterrupted power supply to compressors, odorization systems, analysers, and SCADA systems.
- 6 Carry out preventive maintenance of motors, control wiring, lighting, earthing, and UPS systems.

Installation & Commissioning

- Assist in installation, wiring, testing, and commissioning of new electrical and control systems at stations.
- Verify safe connection of power and control cables to ensure smooth operation of electrical and process equipment.

Cathodic Protection (CP) System Monitoring & Maintenance

- Perform regular monitoring of pipeline Cathodic Protection systems to prevent corrosion of buried metallic pipelines.
- Record pipe-to-soil potential readings using digital multimeters or CP meters at designated test points.
- Carry out inspection and maintenance of:
 - TR (Transformer Rectifier) Units
 - Anode Beds (shallow and deep type)
 - Reference Electrodes (Cu/CuSO₄)
 - Test Stations and Bonds

- Adjust TR output voltage and current to maintain required protection potential (-850 mV to -1.2 V).
- Identify and report any CP faults such as shorted casings, broken bonds, or high-resistance joints.
- Assist in periodic CIPL (Close Interval Potential Logging) and DCVG (Direct Current Voltage Gradient) surveys with the CP engineer or consultant.

Safety & Statutory Compliance

- Follow electrical and CP safety procedures per OISD, PESO, and IE Rules.
- Ensure all CP installations are properly earthed and protected from electrical faults.
- Maintain flameproof and intrinsically safe standards in hazardous areas.

Coordination & Documentation

- Maintain records of CP readings, rectifier logs, and maintenance reports.
- Coordinate with O&M, instrumentation, and contractors for corrective actions.
- Support statutory inspections and audits related to electrical and CP systems

Emergency Response

- Attend power or CP system breakdowns promptly.
- Support restoration of electrical and CP systems after faults or shutdowns.

Supply of Tools:

The contractor has to provide the following generally used electrical tools to every maintenance crew. No extra Payment shall be paid for providing tools and tackles as listed below and cost for providing so deemed to have been quoted / included in other SOR item(s). May please note that these items shall be returned to contractor as is where is basis upon completion of the contract.

- Multi-meter
- Tester
- Screwdriver Set
- Electrical Safety Gloves
- Earth Resistance Tester
- Megger
- Clamp meter
- Insulation Tapes
- PVC Shroud
- Allen Key Sets (INCH & MM Both Set)
- Spanner set (10 to 32 MM)
- Cutting Plier
- Nose Plier
- Wire Striper
- Wire Cutter

Mechanical Maintenance

Following Mechanical equipment are generally installed in the CNG Station:

- Stationary Cascades of various Capacity (2250, 2325, 3000, 4500 WL)
- Mobile Cascades (3000 WL)
- Mass Flow Meters
- High Pressure Hoses
- High Pressure SS Tubes, Fittings, Valves
- DG Genset
- Air Compressors and Tyre Inflator
- Air Vessels
- Process Pipeline with Flanges
- Process isolation Valves (Ball, Globe, Gate & plug) of different sizes (1/2" to 8") at Mother Station/ Online Stations/ DBS/DS including Under Ground valves within CNG Station as well as Upstream and Down Stream Valves

To carryout leak checks of CNG station piping, cascades, etc. To meet any emergency to rectify/arrest the Station piping / CNG leaks at various BGL CNG Stations (COCO stations as well as other stations in ROs/ TSRTC CNG Stations) as well as Mobile cascades while transporting CNG across Hyderabad.

Process Pipeline with Flanges & Process isolation Valves:

CONTRACTOR shall carry out routine inspection of valves, greasing and gear box inspection, etc. including major maintenance like replacement of gate, seat, seat seal, repair /replacement of stem etc. Arresting of any leakages from Flange joints of valves, piping etc. Providing Services for removing, dismantling, servicing, Greasing, Oiling, Sealant Injection, assembling and installation of Process Flanged Isolation Valves (Ball, Globe, Gate & plug) of different sizes (1/2" to 8") at Mother Station/ Online Stations/ DBS/DS includes Under Ground valves within CNG Station. The Required spares shall be provided by BGL; However, grease and gaskets to be arranged by contractor without any extra Payments.

Fire Extinguisher & Sand Bucket:

Monitoring the healthiness of the Fire Extinguisher & Sand Bucket and informing the damage / ill condition as noticed etc. to BGL officials for rectification by respective department.

Record Up-Keeping: - The records for all maintenance activities shall be carried out in line with maintenance schedule & in the maintenance formats provided by BGL. CONTRACTOR to maintain operation & maintenance records/Data entry in hard copy as well in the system as per the instruction of Engineer-In-Charge for which necessary training will be provided by BGL.

Supply of Tools:

The contractor has to provide the following generally used mechanical tool box with minimum following tools to every maintenance crew. No extra Payment shall be paid for providing tools and tackles as listed below and cost for providing so deemed to have been quoted / included in other SOR item(s). May please note that these items shall be returned to contractor as is where is basis upon completion of the contract.

- 6/7MM to 40/42MM Ring Spanner

- 6/7MM to 40/42MM Fix Spanner
- Hammer (1 Kg)
- Screw Spanner 8"
- Screw Spanner 12"
- Pipe wrench 12"
- Screw Driver (Large)
- Allen Key Set (Inch)
- Allen Key Set (Mm)
- Box Spanner Set
- Drilling Machine
- Hack show Frame (Big)
- Hack show Frame (Small)
- SS Tube Cutter
- SS Tube Bender
- Chisel
- Hammering Punch
- Tool Box
- Teflon Tapes
- Gaskets

Instrumentation Maintenance

Following Instruments are generally installed in the CGD companies:

- Mass Flow Meters
- UPS
- Genset
- Billing Machine
- SCADA (In future)
- CCTV
- PSVs, Pressure Gauges, Temperature gauges
- CO2 Flooding System / Fire Extinguishers
- UV / LEL / Portable LEL detectors

Following are the details of the services required (Material shall be provided by BGL, if in case separate transport is required for transporting spares / faulty material, same shall also be provided by BGL)

PSVs, Pressure Gauges:

Contractor to monitor the healthiness of all instruments including PSVs and Pressure Gauges.

- Coordination with various OEMs for timely Preventive / Predictive Maintenance of DRS, MRS, DCU, Stationary Cascades, other instruments etc.
- Ensuring calibration of all instruments before due date by the appointed agency(s) by BGL.
- Coordinating for Calibration of pressure gauges installed in station piping and Cascades
- Ensuring healthiness of Fire equipment and informing the damage noticed etc. to BGL for rectification by respective department

- Corrective action to minimize reconciliation errors
- Cabling and termination for modification works
- Checking LEL
- Ensuring operation of SOPs
- Providing Tool Box, Multi meter, Teflon Tape etc at each station
- Record upkeeping

Bidder shall arrange own transportation and available in all the time for performing duties.

- The Contractor shall deploy sufficient competent electrical support services for carrying out the PNG activities as per the scope of work. As per past experience of BGL, the subject job requires minimum 1 electrical support services per day. Further, relievers are also required for reliving the supervisors during weekly holidays as per the provision of Factories Act, 1948, since the PNG Operations are to be carried out on all days of the month. Thus, the contractor shall be required to engage minimum 1 electrical support services per day. The contractor shall be required to ensure payment of minimum wages including revisions from time to time to all the workers deployed by him. The contractor has also to comply with other statutory obligation including Provident fund, Technical support services compensation etc. for the personnel deployed by him. Keeping in view the aforesaid requirement of workers including their minimum wages, PF, Bonus, Technical support services Compensation Insurance, PPEs, supply of all tools, consumables & tractors and his profit, the contractor must quote his rate for the job accordingly. It may be noted that payment to the contractor shall be proportionately deducted if it is found that the number of electrical support services deployed is less than 1 on any day

No extra Payment shall be paid for providing automobile (2-Wheeler) / fuel / services / personal GPS locator and cost for providing so deemed to have been quoted / included in quoted rates.

General Guidelines for Emergency / Breakdown / Shutdown Activities

- i. The damages & leakages shall be first attended by squeezing the pipelines and in case of unsafe conditions as per the assessment of BGL in charges, pipeline network shall be isolated through Isolation valves.
- ii. Bidder's personnel should be well experienced and trained to handle the emergency maintenance of natural gas distribution pipelines (mains and services lines). They should always be very much vigilant in monitoring the process condition on field instrument and they should be very much open to any calls / information from field personnel natural gas consumers or any third parties relating to any emergency of major leak, damage of pipeline or fire / explosion in the pipelines gas distribution system.
- iii. In case of any accident on CGD Network or at the consumer's premises, the site supervisors / Technical Services should immediately rush to the affected site, assess the situation, coordinate with BGL. They should close / shut off the upstream isolation valve / control valve installed on the network or from CGS / DRS / DCU / SR if required. Use of CGS/DRS/DCU valves shall not be done without consent from BGL representative /EIC.
- iv. Bidder shall also be responsible for coordination with local government/semi government/private agencies/ other utilities agencies/ Police, Fire Brigade and hospital / dispensaries etc. for emergency/ breakdown help / rescue.
- v. Coordination with hospital/dispensary and provision of ambulance/fire brigade as and when required.

- vi. Bidder shall train their personnel as per BGL guidelines for handling emergencies.
- vii. Bidder shall plan bi-monthly meeting for improvements / suggestions through learning from experiences. This meeting will also be attended by BGL representatives / coordinator for review of emergency handling / management.
- viii. Bidder shall shut down the pipeline inlet system at isolation valves of all stations in case of fire and major gas leak, excess odorant smell, stoppage of supply from gas source or supplier. However, BGL shall be consulted in such shut down / emergency.
- ix. Bidder shall not neglect even a small leak, if detected. He shall immediately act upon to check / arrest the leak, which may result into disaster, if the gas catches fire. In case of heavy leakage or burst pipes the exposed gas jet becomes potentially hazardous; hence, the area should be isolated, vent safely and replace the affected portion of the affected area. They should also inform to all the concerned.
- x. Bidder shall be very much vigilant in monitoring this type of situation. If this kind of situation arises then bidder shall inform to BGL. Only one thing must be kept in mind while taking any emergency action that human life has the topmost priority, followed by safety of the permanent installation.
- xi. Bidder Maintenance team member should immediately inform to the responsible authorities to take immediate and proper action to control the emergency accident hazard / fire and save man and machine / gas distribution pipelines, and public utilities in vicinity of the affected area.
- xii. The bidder shall prepare call note for each complaint, which will be kept & preserved as record.
- xiii. In case of excess odorization / dosing, action shall be initiated as per the plan by bidder's personnel, includes effective public / mass announcement, control of situation, safe venting of gas, attending consumer complaints door to door.

Procedure for attending Gas Leakage / Gas Escape on PE & GI/Cu distribution network:

Handling gas leak / network damage is the activity carried out quickly and safely arresting the gas leak or pipe damage and restoration of gas supply to the customers. The gas leak on the underground network poses the potential hazard of asphyxiation / fire / explosion and environmental concern. Hence timely and safely attending the gas leak and restoration of gas supply to the customers are very important tasks as it has direct effect on company's reputation, operation, safety, quality, production, customer satisfaction and environment.

General Instructions while handling Gas Leakage / Gas Escape:

- i. Bidder shall take care to prevent damage to other underground utilities like telephone/mobile cables, other gas/fuel pipelines, water lines, electricity and all cables, other pipes, ducts, drains and tunnels whatsoever. Bidder will at his own cost repair or replace damaged portion of utility or pay to concerned department for getting it repaired, in the event of any damage caused by the bidder.
- ii. Bidder shall use mechanical excavators for excavating trenches only in consultation with BGL EIC. This will not relieve the bidder from responsibility for any type of damage to existing services.
- iii. Any complaint regarding network damage must be repaired as per BGL Procedures, failing which, BGL has right to impose penalty.
- iv. All top-soil, road metal or other surface material and hard-core shall be kept separate from other excavated material over the width of the trench and good soil should be used for back-filling over the pipeline (i.e. without any stone pieces, brick, garbage, sharp edged particles, etc.). Maximum possible care should be taken while backfilling the trench over the pipeline. The pipeline should not have any tension while back-filling. Also, ensure warning tape is put over the pipeline.
- v. Bidder shall obtain permits for maintenance work in government/Townships, Consumer premises and Commercial establishments prior to start of work.

General O&M Activities:

Sr. No.	Category/Asset/Equipment	General checks
1	Domestic Connection Preventive Maintenance	BGL Preventive maintenance plan
2	Domestic Connection Leak Detection	“
3	Industrial Connections Preventive Maintenance	“
4	Commercial Connections Preventive Maintenance	“
5	GI/Riser Approach Maintenance	“
6	Domestic Connections Alterations	Based on request
7	Installation of new PE Ball Valve along with construction of valvechamber	Based on request
8	Shifting/laying of PE pipeline for length more than 50 m for O&Mpurpose	Based on request
9	Installation of Service regulators Box along with foundation.	Based on request

Note: BGL’s preventive maintenance plan shall be shared with the successful bidder at the time of mobilization.

Detailed work details which are to be carried out to perform above mentioned activities

Domestic connection preventive maintenance: -

Preventive Maintenance of domestic connections shall include following activities:

Record of “Premises locked” & “House under renovation” cases shall be maintained separately & shall be considered in next visit.

Visual Inspection: -

Proper Clamping, Proper Alignment, Painting, Condition of pipe/Suraksha Hose, Condition of RCC guard, Meter running or not, Illegal Extension/Modification.

Performance Check: -

Regulator Outlet Pressure through pressure gauge

Leakage Check: -

Following steps shall be followed to check leakage

- Leakage from connection-
Take initial meter reading, hold it for 15 mins and take final meter reading in no consumption status of connection. If any difference in reading, leakage exists.
- If leakage existing, check every joint using soap solution/ portable detector and rectify.
- If leakage is not identified through Soap Solution/ portable detector, remove meter assembly and hold pressure for 15 mins and check every joint using soap solution to identity leakage point.
- Meter Function check with 2 mins stove – small burner on, check for meter working slow / fast / or any abnormality.
- Replacement of Suraksha Hose.

Based on observation, all corrective and preventive actions shall be taken such as painting, replacement of clamps, cementing, fixing of RCC guard, replacement of meter/regulators/rubber or any other fittings if required, rectification of leakages, etc.

Domestic connection preventive maintenance :-

Preventive Maintenance of domestic connections shall include following activities:

Visual Inspection of Suraksha Hose Condition

Leakage Check: - holding pressure for 5 mins. If pressure difference shows, leakage exists.
Rectification of leakage.

Based on observation, all corrective and preventive actions shall be taken such as painting, replacement of clamps, cementing, fixing of RCC guard, replacement of meter/regulators/rubber or any other fittings if required, rectification of leakages, etc.

Preventive maintenance of Commercial connection:

Preventive maintenance of commercial connection shall include following activities:

Visual Inspection: -

Proper Clamping, Proper Alignment, Painting, RCC guard/TF Chamber, Meter running or not
Illegal Extensions/Modification

Performance Check: -

Regulator Outlet Pressure through pressure gauge

Leakage Check:

- Leakage from connection-taking initial meter reading, holding it for 15 mins and taking final meter reading in no consumption status of connection. If any difference in reading, leakage exists
- Performance check of SRV/CRV/PRV.

Based on observation, all corrective and preventive actions shall be taken such as painting, replacement of clamps, cementing, fixing of RCC guard, replacement of meter/regulators or any other fittings if required, rectification of leakages, etc.

Preventive maintenance of Industrial Connection

Visual Inspection: -

Proper Clamping, Proper Alignment, Painting, RCC guard/TF Chamber, Meter running or not,
Illegal Extension/Modification

Performance Check: -

Regulator Outlet Pressure through pressure gauge.

Leakage Check: -

- Leakage from connection-taking initial meter reading, holding it for 15 mins and taking final meter reading in no consumption status of connection. If any difference in reading, leakage exists.
- Performance check of SRV/CRV/PRV.

Based on observation, all corrective and preventive actions shall be taken such as painting, replacement of clamps, cementing, fixing of RCC guard, replacement of meter/regulators or any other fittings if required, rectification of leakages, etc.

Preventive Maintenance of GI Risers/Approaches:

GI Riser/approach need to be maintained may include following activities:

Visual Inspection: -

Proper Clamping, Proper Alignment, Painting, RCC guard, Illegal Extension/Modification

Leakage Check: -

- Leakage from GI riser/approach shall be checked by holding pressure for 30 mins from one of the tapping connection or Idle Tee joint left for future tapings & closing of MIV of all tapping connections. If there is difference in pressure during holding period, there is leakage.
- If leakage found, check each riser/approach joint to identify leakage point using soap solution/Gas Detector.
- Once leakage point identified, we shall solve by removing /refitting or replacement of leakage piping portion.
- After Successful repair, repeat step 1 to recheck leak if any.
- Proper painting, re-installation or replacement of clamps, sand filling in RCC guard, Ball valve condition/function check and proper installation of RIV handle if required also need to be carried out in riser maintenance activities.

Based on observation, all corrective and preventive actions shall be taken such as painting, replacement of clamps, cementing, replacement of necessary fitting/pipes if required, repairing leakage, etc

After Sales Services of Domestic connections/Commercial/Industrial Connection:

After Sales Services shall consists of following service request (Chargeable to the customers) from customer which may include following services request:

- Removal of connection pipeline
- Refitting of connection pipeline
- Modification of pipeline
- Extra Kitchen Point
- Extra Bathroom Point
- Riser Shifting
- Conversion of customer stove after commissioning

Shifting/laying of PE pipeline for length more than 50 m for O&M purpose:

This includes trenching, sand bedding, uncoiling, laying of new MDPE pipeline, back filling and restoration of site with supply of electrofusion fittings and warning mate required for carrying out the job.

TOOLS / TACKLES / EQUIPMENTS / CONSUMABLES FOR EACH SITE:

Contractor shall maintain inventory of following Tools / Tackles & Materials of reputed make at all the times. No separate payment is admissible on account of these tools tackles etc. If any of the material is found to be of sub-standard / inferior quality, the same to be replaced immediately.

Sl. No.	DESCRIPTION	SPECIFICATION	QUANTITY
1.	Adjustable Spanners	110 mm,205 mm,305 mm,445 mm,606 mm	2 Set
2.	Combination pliers	165 mm,210 mm	2 Set

3.	Long Nose pliers	165 mm	2 No.
4.	Bent Nose pliers	165 mm	2 No.
5.	Side cutting pliers	165 mm	2 No.
6.	Mini Pliers (Long)	125 mm	2 No.
7.	Mini Pliers (Bent)	125 mm	2 No.
8.	Mini Pliers (Side)	125 mm	2 No.
9.	Mini Pliers (Combination)	125 mm	2 No.
10.	Screw Driver (Flat)	150 mm X 3.5 mm,200 mm X 4 mm,200 mm X 6 mm,250 mm X 8 mm,300 mm X 10 mm	2 Set
11.	Screw Driver (Insulated)	300 mm X 8 mm,250 mm X 10 mm,150 mm X 4 mm	2 Set
12.	Screw Driver (Two In One)	75 mm X 5 mm 1 Phillips & 5.0 mm X 0.8 mm	2 Set
13.	Screw Driver (Two In One)	200 mm X 6 mm, 2 Phillips & 6.0 mmX 0.8 mm	2 Set
14.	Screw Driver Set	Taparia 831	2 No.
15.	Tester	130 mm	2No each to the Tech(Elect) / Tech(Inst)
16.	Universal Set	Taparia 1005	2 No.
17.	Socket Set	Taparia S-11H	2 No.
18.	Torque Wrench (Standard)	Taparia TW250	2 No.
19.	Heavy Duty Pipe Wrench	200 mm X 33 mm,300 mm X 60 mm,450 mm X 73 mm,600 mm X 95 mm	4 Set
20.	Hammer with handle (Ball and Cross)	200 Grams	2 No.
21.	Hammer with handle (Club)	1000 Grams	2 No.
22.	Hammer with handle (Sledge)	1800 Grams	2 No.
23.	Hammer with handle (Soft Faced)	30 mm	2 No.
24.	Tubular Spanner Set	Taparia TS08	2 No.
25.	Double Ended SpannerSet	6x7,8x9,10x11,12x13,14x15,16x17, 1x 19,20x22,24x27,25x28,30x32,32x3 6, 6x41mm	2 Set

26.	Double Ended Spanners	5/16 x 3/8 , 5/16 x 7/16 , 7/16 x 9/16 , 9/16 x 5/8 , 5/8 x 3/4	2 Set
27.	Ring Spanner Set	6x7,8x9,10x11,12x13,14x15,16x17, 18x19,20x22,21x23,24x27,25x28, 30x32,32x36,36x41mm	2 Set
28.	Ring Spanners	18 5/16 x 3/8 ,18 5/16 x 7/16 , 18 7/16 x 9/16 , 18 5/8 x 3/4	2 Set
29.	Octogonal Chisel	150 mm x 6mm	2 No.
30.	Center Punch	125 mm x 10mm	2 No.
31.	Cable Cutter	Taparia CC10	2 No.
32.	Utility Knife	19mm	2 No.
33.	Hack Saw Blades	carbon steel hard 24 TPI	2 No.
34.	Allen Key Set	Taparia KM 9V	2 Set
35.	Allen Key Set	Taparia KI 10V	2 Set
36.	T Handle Hexagonal Key	Taparia TAK6	2 No.
37.	T Handle Hexagonal Key	Taparia TAK8	2 No.
38.	Hack Saw Frame		2 No.
39.	Junior Hack Saw Frame		2 No.
40.	Junior Hack Saw Blades		2 No.
41.	Flat File	10"	2 No.
42.	Round File	10"	2 No.
43.	Triangular File	4" needle	2 No.
44.	Circlip Plier (Internal)	6"	2 No.
45.	Circlip Plier (External)	6"	2 No.
46.	Baby Files set		2 No.
47.	Mallet		2 No.
48.	Crimping Tool	Upto 35 Sqmm	2 No.
49.	Hand Blower		2 No.
50.	Drilling Machine (Impact) with drill bits	All Sizes	2 No.
51.	Measuring Tape	3 meter	2 No.
52.	Measuring tape	30 meter	2 No.
53.	Oil Can		2 No.
54.	Tool Box	Folding type in 20 Gauge MS sheet	2 No.s

57.	Pickaxe		4 No.
58.	Shovel		4 No.
59.	Rake		4 No.
60.	Saw		4 No.
61.	Spade		4 No.
62.	Crowbar		4 No.
63.	Trowel		4 No.
64.	Garden Hoe		4 No.
65.	Multimeter		2 Nos.
66	Flame Proof Torch		2 Nos.
67	Normal Torch.		2 Nos.

Tentative Quantity:

Quantity in the table below has been given considering the current requirement of Bhagyanagar Gas Limited (BGL) for all operational stations.

Quantity of actually required deployment may differ from the below projected quantities.

BGL reserves the right to increase or decrease the quantity to be executed against the SOR item(s) as per requirement of BGL during the contract period. The Bidder has to provide the services as per intimated requirement from time to time, which shall depend upon various factors including but not limited to market development of CNG in Hyderabad this period and BGL requirement as per its business interests in CNG segment citing the prevailing dynamics of Natural Gas / Fuel market at that point of time.

Quoted rates is to include supply and providing all items required as per terms of contract or otherwise, facilitating the services, deployed by the contractor, in performing services as detailed above, but not limited to, against each SOR items in SCC and SOW. Some of such facilities / set ups / requirements are being listed below –

- Providing arrangements for safe handling, transportation and deposition of money as collected at COCO station during Forecourt Operations while executing SOR item(s)
- Providing automobile / fuel sufficient for mobilizing individual services / services deployed at CNG set ups across Hyderabad GA of BGL and at all formats of CNG stations (viz. COCO/DODO/Full DODO/ OMC Ros etc.) / personal GPS locators for all the services provided under SOR items
- Providing tools / tackles etc. during execution of services by the services deployed under SOR above in SOW.



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- Providing suitable mode for communication (Telephone or Mobile phone) at each of locations where Forecourt Management related services are being provided by the contractor while executing SOR item(s) .
- Cash Handling / Transportation / Deposition of Money as detailed / elaborated in SCC.
- Providing / Maintaining & Recouping the First Aid Box at each of the COCO CNG stations of BGL.
- Any other expenditure / cost / margin the bidder considers as necessary for performing service(s) mentioned anywhere / elsewhere in the tender / SOW/ SCC and not listed above specifically.



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PNG Projects, operation and Maintenance and its associated services in Hyderabad GA

Service requisition details

Suchitra/Quthbullapur/HMT

Sl. No.	Service requisition / description	General Shift	A-Shift	B-Shift	C-Shift	Total.
1	PNG Supervisory Services in general shift	1				1
2	PNG Technical Services or PNG operational and maintenance services (in General shift) with two-wheeler and tools kit	1				1
3	PNG Technical Services or PNG operational and maintenance services (round the clock basis-24X7		1	1	1	3
4	PNG support/Assistance Services (in General shift)	1				1
5	PNG support/Assistance Services (round the clock basis)		1	1	1	3
6	Safety Supervisory Services (in General shift)	1				1
7	Electrical Maintenance Support Services (in General shift)	1				1

Medchal/Pudur/Shamirpet

8	PNG Technical Services or PNG operational and maintenance services (in General shift) with two-wheeler and tools kit	1				1
9	PNG Technical Services or PNG operational and maintenance services (round the clock basis-24X7		1	1	1	3
10	PNG support/Assistance Services (in General shift)	1				1
11	PNG support/Assistance Services (round the clock basis)		1	1	1	3
	Sub Total -A					

Kukatpally



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Sl. No.	Service requisition / description	General Shift	A-Shift	B-Shift	C-Shift	Total Emp.
12	PNG Supervisory Services in general shift	1				1
13	PNG Technical Services or PNG operational and maintenance services (in General shift)	1				1
14	PNG Technical Services or PNG operational and maintenance services (round the clock basis-24X7		1	1	1	3
15	PNG support/Assistance Services (in General shift)	1				1
16	PNG support/Assistance Services (round the clock basis)		1	1	1	3
Hitechcity, Nanakaramguda Area						
17	PNG Technical Services or PNG operational and maintenance services (in General shift)	1				1
18	PNG Technical Services or PNG operational and maintenance services (round the clock basis-24X7		1	1	1	3
19	PNG support/Assistance Services (in General shift)	1				1
20	PNG support/Assistance Services (round the clock basis)		1	1	1	3
Katedan Area						
21	PNG Technical Services or PNG operational and maintenance services (in General shift)	0	1	1	1	3
22	PNG Technical Services or PNG operational and maintenance services (round the clock basis-24X7	-	-	-	-	
	Sub Total -B					39
Projects - Hyderabad						
	Service requisition / description	General Shift	A-Shift	B-Shift	C-Shift	Total Emp.



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23	PNG Technical Services or PNG operational and maintenance services (in General shift)	4				4
24	PNG support/Assistance Services (in General shift)	4				4
Sub Total -D						8

Note : The service requirements indicated in this document are tentative and subject to change. BGL reserves the right to revise, increase, decrease, or withdraw any portion of the requirement based on actual site conditions without any financial or legal obligation on the part of BGL.



Bhagyanagar Gas Ltd.
Bhagyanagar Gas
Limited

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SECTION 8

SPECIAL CONDITIONS OF CONTRACT

SPECIAL TERMS AND CONDITIONS OF CONTRACT

GENERAL INFORMATION:-

The special conditions of contract shall be read in conjunction with general conditions 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-In-Charge will be final and binding on the Contractor.

SPECIAL TERMS AND CONDITIONS OF CONTRACT

1. Payment Procedure

- 1.1 Monthly running bills to be submitted by the Agency/Contractor for verification and certification by site engineer at site. Subsequently, the bills will be duly certified by Engineer-in-charge (EIC) and SIC or a person authorized by him. The relevant documents should be submitted along with the bills to Bhagyanagar Gas Ltd. through site engineer and EIC for the release of payment by Finance Department, Bhagyanagar Gas Ltd. Payment will be made on monthly basis, subject to applicability of deductions, recoveries, penalty, retentions or any other contractual obligations on part of the contractor and after submission of all requisite documents for the claim month.
- 1.2 At the time of submission of monthly bills/RA Bills, contractors need to submit the followings along with other documents as mentioned elsewhere in the contract for processing the monthly / RA bills:
 - 1.2.1 Date-wise monthly reconciliation statement for the sale proceeds vis-à-vis mode of payment(s) applicable from time to time separately for each station.
 - 1.2.2 As a part of compliance and proof of depositing Provident Fund, EDLI and ESI contributions the Contractor shall submit copies of separate e-Challans / ECR, bank receipts / bank statement in respect of services deployed in Bhagyanagar Gas Ltd in the immediate previous month in this contract. The documents should also contain details of services, PF account no., ESI No., Contributions of services and employer etc. Documents for the previous month are needed for processing bills.
 - 1.2.3 Copy of the cash deposit slips as deposited in Bhagyanagar Gas Ltd Account in the said month / period.



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- 1.2.4 GSTR-1/FF/B2B for previously submitted invoice or an undertaking from vendor that details of SGST/CGST/IGST shall be submitted at the time of final bill duly certified by Chartered Accountant.
- 1.2.5 Any other documents required as per the laws of the land.
- 1.3 The final bill shall be submitted by the Agency/Contractor within a month from the date of completion of the contract. Payment for the first / last month will be done on pro- rata basis for the number of days or qty. the contract was deployed.
- 1.4 At the time of submission of Final Bills, contractor need to submit the following along with other documents as mentioned elsewhere in the contract for processing thesame:
- 1.4.1 The contractor has to submit No claim certificate along with the Indemnity Bond of Rs.100/- duly notarized from Notary indemnifying Bhagyanagar Gas Ltd Limited from all liabilities w.r.t. the persons engaged by the contractor regarding payment of wages, Provident Fund/ESI contributions, Insurance and other payments in Performa Indemnity Bond.
- 1.4.2 Notwithstanding anything above, in case of any further requirements under the law or statutes due to amendment or change in law, same should be complied with by the contractor.
- 1.4.3 Compliance Certificate by his Chartered Accountant that all GST has been paid against each submitted invoices.
- 1.4.4 Quantity deviation statement showing awarded Vs executed quantity and value.
- 1.5 **Payment Authority:** Engineer- Incharge Bhagyanagar Gas Limited, Hyderabad. Invoices sent thru post/courier shall be super scribed as Work Order No., Date, Invoice No., Bill Amount, Name of EIC on the envelope
- 2.** Bhagyanagar Gas Ltd has full right to award the work in full or in parts.
- 3. Interpretation of Documents:** In case of contradiction between Indian Standard, General Conditions of Contract, Special Conditions of Contract, Specifications, Schedule of Rates, the following shall prevail in order of precedence:
- Letter of acceptance along with statement of Agreed variations.
 - Letter of Intent / Fax of Acceptance
 - Schedule of Rates, Scope of Work as enclosures to letter of acceptance
 - Job Specifications & Drawings Technical / Material Specifications
 - Special Conditions of Contract
 - General Conditions of Contract
 - Indian Standards
 - Other Applicable Standards
- 4. Accommodation/ Transportation:** The contractor shall make his own arrangement for the accommodation of his personal 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.
- 5. Medical:** As per Telangana factory Rules, all the workers working therein shall be subjected to pre-employment medical checkup and periodical examination as applicable. Hence Deployed services must be medically fit and shall have a certificate issued from registered doctor. The certificate shall be revalidated at least on annual basis or as per doctor's advice. No additional payment shall be made to contractor. The company shall not be responsible for providing any medical assistance to the contractor personnel.



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- 6. Training of Services To Be Deployed:** For operation of CNG stations, pipeline maintenance the services /technical support services deployed at CNG stations / on the pipeline shall be trained in basic firefighting.
- 7. Uniform:** The Agency / Contractor shall ensure its technical support services, while on duty, wear such uniforms. The dress code for uniforms shall be as prescribed by Bhagyanagar Gas Ltd. However, Bhagyanagar Gas Ltd shall not reimburse the cost of safety kits and livery sets/year, not exceeding the minimumno of services required / day as per scope of work, on submission of proof of distribution (The distribution list shall be certified by EIC of his representative). Safety Kits and livery as below:

Description	Set / No./Pair
Cotton Shirts	Two Nos. / Year
Cotton Trousers	Two Nos. /Year
Socks	Two Pairs/ Year
Safety Shoes	One Pair/ Services for the Contract Period
Safety Helmet	One / Services for the entire Contract Period
Raincoat	One / Services for the entire Contract Period

The contractor has to ensure that all the deployed services always attend duty in prescribed safety kits and liveries (Shirts, trousers, shoes & shocks and cap). Safety kit & liveries shall be provided by the contractor as per list and quantity tabulated in the SCC. Payments against safety kits and liveries (sets/year) shall be released on submission of proof of distribution. Payment will be made on actual basis on submission of invoice. The distribution list shall be certified by EIC or his representative.

8. Engineer –In-Charge: -

- i. Issue the instructions to Contractor from time to time during the running of the contract 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, EIC can increase and/or decrease the number of services supports to meet the work requirements.
- iii. Order the Contractor by EIC 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. Discipline: The Contractor shall be responsible for the discipline and good behavior of all personnel deployed in the services contracted out. Contractor shall arrange to replace persons within 24 hours of notice issued by the Engineer-in-Charge, if any complaint is received against them. The decision of the Engineer-in Charge in this matter shall be final and binding on the contractor.

10. Contractor's Responsibility: The Contractor shall at his own cost employ suitably qualified persons for all the jobs required to be carried out by him under this Agreement. However, the contractor shall not deploy any child for carrying out the contractual job within the Bhagyanagar Gas Ltd Limited premises. The Contractor shall depute his Supervisor for supervision of the services to receive instructions from Engineer-in-Charge or his representative.

11. Liability / Indemnity:

- 11.1 Bhagyanagar Gas Ltd. agrees not to be liable in any manner whatsoever (including for any loss or injury caused) to the technical support services or workers of the contractor during the course of their employment with the contractor or thereafter and the contractor shall be solely liable to his technical support services or workers.



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- 11.2 The Contractor agrees to be liable for the safety and security of the equipment installed on the Site and shall ensure that, at all times, the Safety Procedures are duly followed.
- 11.3 The Contractor shall be liable for any unauthorized act of its technical support services or workers and agrees to ensure that its activities are in conformity with the terms and conditions of this Contract.
- 11.4 The Contractor shall indemnify and keep indemnified, save harmless and defend Bhagyanagar Gas Ltd. from and against any loss, damage, claim, action, proceedings, costs, charges and expenses that may be suffered or incurred by Bhagyanagar Gas Ltd. on account of any damage or injury to the person or property of any third party caused by any negligence or default of the Contractor or any of its technical support services or workers in following the Safety procedures or otherwise howsoever or on account of any acts done or performed or caused to be done or performed by its technical support services or workers in the course of its/their activities under this Contract.
- 11.5 Whenever any claim against the bidder for payment of a sum of money arises out of or under the contract, Bhagyanagar Gas Ltd. shall be entitled to recover such sum by appropriating, in part or whole part of the security. In the event of security being insufficient or if no security has been taken from the bidder then the balance or the total sum recoverable, as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due from the contractor under this or any other contract with the company should this sum be not sufficient to cover the full amount recoverable, the contractor shall pay to the Bhagyanagar Gas Ltd. on demand the balance remaining due.
- 11.6 Contractor shall accept full and exclusive liability for the compliance with all obligations imposed and further agrees to defend, indemnify and hold Owner harmless for any liability or penalty which may be imposed by the Central, State, Local authority also from all claims, suits or proceedings that may be brought against the Owner arising under growing out of or by reason of the work provided for may by this contract whether brought by technical support services of the contractor by third parties or by Central Government, State Government of Local authority for the following acts and liabilities
- A. Workmen compensation & Employer's insurance.
 - B. Accident or injury to workmen.
 - C. Damage to Bhagyanagar Gas Ltd property or to any person or third party.
 - D. Payment of wages act.
 - E. Any other insurance required law or regulations.
- 11.7 Contractor himself shall be fully and exclusively responsible for any damage to the equipment or any personal injury to respective Services/ services or any other person in the employment of the contractor, occupant or any property.
- 11.8 Contractor will be solely responsible for any consequences under laws arising out of any accidents caused to property / persons. The contractor shall also be responsible for any claim / compensation that arises due to damage / cause of injuries / disabilities / death etc. during the contract period Bhagyanagar Gas Ltd. will not be responsible for any claim / compensation that arises due to



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damages / injuries under any circumstances in which the equipment is engaged for Bhagyanagar Gas Ltd. duty.

- 12. 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, Technical support services 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).
- 13. Income Tax:** Income tax at the prevailing rates as applicable from time to time shall be deducted from contractor's bill as per income tax act and quoted rates shall be deemed to be including this. Contractor has to enclose PAN card.
- 14. Provident Fund ACT:** Contractor shall strictly comply with the provisions of employee Provident Fund Act. In case the RPFC challan / receipt, as above, is not furnished, Owner shall deduct suitably of the payable amount from contractor's running bill and retain the same as a deposit. Such retaining amounts shall be refunded to Contractor on production of RPFC challan / receipt for the period covered by the related running bill.
- 15. Registration under Goods and Service Tax (GST):** Attested copy of certificate for registration under applicable provisions of GST must accompany the tender. In case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST (CGST & SGST / UTGST or IGST) during evaluation of bid. Where Bhagyanagar Gas Ltd is entitled for input credit of GST (CGST & SGST / UTGST or IGST), the same will be considered during evaluation as per evaluation methodology of tender document.
- 16. Health Safety and Environment (HSE) Management:**
- 16.1 After the award of the contract, detailed Health, Safety and Environment (HSE) program to be followed for execution of contract under various divisions of works will be mutually discussed and agreed between Contractors & Client. The Contractor shall establish document and maintain an effective Health, Safety and Environment (HSE) management system. The Contractor shall adhere to the Health, Safety and Environment (HSE) management system as per Bhagyanagar Gas Ltd. Specification and General Conditions of Contract.
- 16.2 It will be the Contractor's responsibility to acquaint his site staff and operatives of all current safety legislation, statutory requirements and Bhagyanagar Gas Ltd.'s safety standards. In addition, before any work takes place all the Contractor's operatives shall be given training in site safety by the trained person under supervision of Bhagyanagar Gas Ltd. No work will be allowed to carry out without Proper PPE to the workers.
- 17. Rules & Regulations:** Contractor shall observe in addition to the specified and respective specifications all the local laws, ordinances, rules and regulations and legislations pertaining to the work and shall be responsible for extra costs arising from violations of the same.
- 18. Permissions:** While doing the work, it is the responsibility of the contractor to take all the

necessary permissions.

19. Termination Of The Contract: Bhagyanagar Gas Ltd may terminate the contract at any point of time during the contract period by giving 30 days' notice without mentioning any reason.

20. General:

- i. The Contractor shall deploy required number of support services as per Scope of work in terms of the contract. In case required to meet operational requirements, 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 round 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.
- iv. Contractor shall provide Authorized representative to co-ordinate the services on daily basis And to interact with Engineer-in-Charge and deployed workmen.
- v. The workforce deployed by the Contractor for O&M services at CNG installation / PNG installations 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.
- vi. Contractor has to ensure the safety of man and equipment all the times. Damages of Equipment due to negligence will be recovered as per the decision of Engineer-in- Charge, which will be final.
- vii. Regarding work completion, the decision of the Engineer-in-Charge will be final and binding.
- viii. The Contractor shall make his own arrangements to provide all facilities like boarding and transport etc. to his workman.
- ix. All personnel of the Contractor entering on work premises shall be properly and neatly dressed and shall wear uniform, ID cards, badges while working on premises of the company including work sites.
- x. Contractor shall maintain proper record of his working technical support services's attendance and payment made to them.
- xi. The Contractor's representative / supervisor shall report daily to the Bhagyanagar Gas Ltd' Shift-in-Charge or EIC for day to day working.
- xii. 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.
- xiii. 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.
- xiv. It will be the responsibility of the Contractor to pay as per the minimum wages as directed by RLC (Regional Labour Commissioner-Central) at any point of time in line with Minimum Wage Act 1948.
- xv. The services shall be provided in terms of shift pattern on the round the clock basis.
- xvi. 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 services.
- xvii. All the jobs mentioned under scope of services shall be carried out as per sound engineering practices, work procedure documentation and as per the guidelines / direction of engineer-in-charge or authorized representative.
- xviii. Bhagyanagar Gas Ltd reserves the right to avail partly or all the services as mentioned in the SOR

for respective station.

- xix. Contractor shall in no case lease/ transfer/ sublet the job awarded to the contractor
- xx. The Agency / contractor shall remove the technical support services or worker who is found guilty of misconduct or negligence while on duty or whose conduct is not in order. The decision regarding this shall be taken by the EIC.
- xxi. The Agency / contractor shall take due care of the equipment installed at the CNG stations and ensure that the same are operated by properly trained people in a prudent manner. In case of any breakdown in or damage to or defect in the equipment, the Agency / contractor shall immediately notify to the concerned officer of Bhagyanagar Gas Ltd and shall not operate the equipment till clearance is given by Bhagyanagar Gas Ltd.
- xxii. The Agency / contractor shall follow the safety procedures, from time to time, specified by Bhagyanagar Gas Ltd in operating the Outlet and handling of CNG/ PNG. The Agency / contractor shall ensure full and strict compliance with the guidelines, norms, rules, stipulations etc. as may be prescribed by PESO, Chief Fire Officer (CFO), and any other statutory authorities from time to time in respect of safe handling, storage and Sale of CNG / PNG at the Site.
- xxiii. The Agency / contractor shall ensure compliance with all such safety guidelines/ directives given by Bhagyanagar Gas Ltd from time to time which may include but not be limited to checking of metallic plates (fitted on body of the vehicle signifying make of CNG conversion Kit, CNG cylinder, validity thereof etc.) endorsement in RC book (Issued by Regional Transport Office) of the Vehicle prior to filling CNG in the Vehicle etc.
- xxiv. The work is to be carried out in “Restricted Area” (i.e. operating area not open for all being hazardous in nature) and Agency/Contractor shall work as per the instructions of Site Engineer/ Engineer-In-Charge.
- xxv. The Agency/Contractor shall arrange at his own cost the boarding, lodging & to and fro transportation for his staff.
- xxvi. During contract period, qualified bidder or his staff /crew cannot resort to strike or other means of agitation on any ground, which affects the operations. Any Absence of crew / staff shall be viewed seriously and contract is liable to be terminated by BHAGYANAGAR GAS LTD. Withholding all balance dues of contract and deposits and including encashment of performance bond.
- xxvii. The contractor shall liaise/ deal with the local operational issues in consultation with local authorities like police, fire brigade and other concerned authorities to protect the BHAGYANAGAR GAS LTD. assets.
- xxviii. Delay / Interruption in the operation service: The agency/Contractor will deploy qualified, efficient and experienced personnel to discharge the contractual obligations effectively. At any circumstances, any delay or interruption in the operation services shall not be entertained.
- xxix. Display of various safety instructions in the CNG filling facilities for creating safety awareness among the respective Services and customers shall be in the scope of the bidder. The safety instructions shall be displayed as per the instruction of the Bhagyanagar Gas Ltd at the time of making the same. The materials of the safety instruction shall be provided by the Bhagyanagar Gas Ltd.
- xxx. The Respective Services shall follow safe operating procedure (SOP) along with the instructions /recommendation as given by OEM of Gas Genset/UPS/ STEEL/ MDPE PIPELINES etc. shall be strictly followed to ensure safety.
- xxxi. The Services shall follow emergency response procedures strictly during emergency situation to ensure safety of services / services /assets.
- xxxii. The respective Services/ services shall immediately operate ESD (emergency shutdown) and close the isolation valve of the affected cylinder of stationary cascade in case of safety disc rupture. Apart from this the situations could arise such as high-pressure gas release from tubing, fire in electric panels etc. The Respective Services shall operate any of the ESDs located at places

at each outlet and isolate the main gas inlet valve and main electric supply switch of the compressor/ CNG system.

- xxxiii. The respective Services shall ensure that no flammable materials shall be possess/stored/accumulated inside station premises.
- xxxiv. The contractor shall provide suitable mode for communication (Telephone or Mobile phone) at each location. The quoted rates shall be inclusive of this and no separate payment will be made to the contractor on this account. This mode of communication shall be used for the purpose of official communications in respect of operation/maintenance/DPR. The communication mode should remain activated during contract period. Mobile phones shall be used away from the dispensing and compressor area, so as to prevent any untoward incident.
- xxxv. The contractor shall ensure strict discipline and shall be responsible for smooth operation of BGL Stations/Sites.
- xxxvi. The contractor shall provide training once in a year to their respective Services on basic firefighting through reputed professional agencies.
- xxxvii. Service Agency/ Contractor shall maintain general purpose tools & tackles to perform the jobs of minor maintenance. Minor maintenance shall include jobs like minor leak arrests from joints in Stationary cascades on DCU, piping, minor civil/electrical maintenance etc. Such jobs shall not require any expertise.
- xxxviii. The Agency/Contractor shall arrange at his own cost the boarding, lodging & to and fro transportation for his staff.
- xxxix. The Agency / contractor shall be responsible for ensuring that its technical support services conduct themselves in a proper manner and are courteous to customers.
- xl. The working hours of services deployed under this contract shall be limited upto eight (08) hours per day. The bidder shall adhere to and ensure compliance with all relevant statutory provisions and applicable labour laws .

STANDARD CONDITIONS OF SCC:

The following clauses should be incorporated / defined in SCC:-

1. "Service" shall comprise the Scope of Work as attached
2. "Location(s)" where the services are to be rendered, shall be defined in the Scope of Work.
3. **Engagement:** BHAGYANAGAR GAS LTD intends to engage Contractor to provide the service(s) at *BHAGYANAGAR GAS LTD Limited, Hyderabad* and for a period of 36 months from the date of commencement of service subject to the terms and conditions hereinafter specified.
4. Services per day:
 - a) Average requirement of services is as below:

PNG Supervisory Services in general shift	2
PNG Technical Services or PNG operational and maintenance services (in General shift) with two-wheeler and tools kit	8
PNG Technical Services or PNG operational and maintenance services (round the clock basis-24X7)	15
PNG support/Assistance Services (in General shift)	8
PNG support/Assistance Services (round the clock basis)	12
Safety Supervisory Services (in General shift)	1
Electrical Maintenance Support Services (in General shift)	1

- b) Qualification and experience of services to be deployed-

Sr. No	Services to be Performed	Minimum Qualification	Minimum Experience
1	PNG Supervisory Services	Graduate in any discipline or Diploma in Engineering discipline. Computer knowledge is compulsory along with working expertise in MS Excel / Word.	1-year experience in PNG O&M/CNG Station / OMC Retail Outlets / LPG Dispensing Station.
2	PNG support/Assistance Services	Literate	

3	<p>PNG Technical Services or PNG operational and maintenance services: Elect / Mech / Inst</p> <p>Electrical Maintenance Support Services</p>	<p>ITI / Diploma in any discipline. Preferably Mech / electrical / instrumentation.</p> <p>ITI / Diploma in any discipline. Preferably electrical</p>	<p>3 years' experience in relevant discipline in operation and maintenance of natural Gas / Hydrocarbon pipelines (steel) or CNG stations in City Gas Distribution companies or Oil & Gas / Power Plants / Chemical Industries experience or ITI or diploma having 03 years of experience relevant discipline in operation and maintenance of natural gas/Hydrocarbon pipelines (steel) or CNG stations in City gas distribution companies or oil & gas / power plants / chemical industries</p>
4	<p>Safety Supervisory Services</p>	<p>Qualification shall be Diploma in Industrial Safety from any Govt. / Govt. recognized Private institute</p> <p>Or</p> <p>BE (Fire) / BE (Fire & Safety) from NFSC, Nagpur or any Govt. / Govt. recognized Private institute and</p>	<p>For Diploma Min. 02 years' experience in any industry / company (Private /Govt.), preferably Oil & Gas Industry.</p> <p>Or</p> <p>For BE (fire & safety) at least one year experience in any industry / company (Private /Govt.), preferably Oil & Gas Industry</p>

- c) Contractor shall ensure that the services to be deployed are:
- i. Trained, experienced and competent to do the jobs for which they are assigned.
 - ii. Well dressed, well groomed, neat, tidy and presentable to a standard reasonably required for the particular service(s) for which they are assigned, and shall wear distinctive uniforms in keeping with their positions as will identify and distinguish them,
 - iii. Polite, respectful and courteous.

5. *Cost of minimum services to be deployed:*

The estimated cost of minimum services / average monthly services (whichever is applicable) to be deployed is based on applicable minimum wages [as notified by the Central Government or State Government whichever is higher, as per the provisions of the Minimum Wages Act, 1948 / Code on Wages, 2019 (after it comes into force)] vide circular no. F.No.I /a(3)/2022 LS II Dated 29.07.2022 from the Office of the Chief Labour Commissioner (C) - New Delhi, Ministry of Labour & Employment, Government of India.

Based on the prevailing labour legislation governing contract labour the Bidder/Contractor is required to consider the monthly cost of deploying minimum number of services (whichever is applicable) based on the following and quote the tender accordingly:



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Note:

In case, any upward revision in minimum wages is notified by the appropriate government during the period of contract, BHAGYANAGAR GAS LTD shall not reimburse any additional financial implication arising out of such upward revision in minimum wages including implication of associated wage components to the Contractor.

The quoted rates will remain firm and fixed during the contract period.

6. Uniform:

Contractor shall ensure adequate supply of uniforms (but not less than 02 sets per year) as mentioned in SCC to all services deployed.

7. Biometric System:

Bidder (s) are required to install Biometric System at his own cost to regulate the entry and exit of the services(s) deployed by him. Bidder has to submit the attendance from the biometric system along with the monthly bills.

8. Deficiency:

“Deficiency” shall mean a deficiency in the performance of service(s) as mentioned in the Scope of Work including deployment of minimum services / average monthly services (whichever is applicable), poor quality of service, quantity and quality of material, efficiency of any service(s), non-compliance of statutory provision(s) or non-compliance of any of the tender condition(s).

BHAGYANAGAR GAS LTD/ Engineer in Charge (EIC) on observing any deficiency may inform/advise the supervisor / representative of the Contractor to rectify the same. If the deficiency(ies) still persists even after repeated advice / information, the Contractor will be issued show-cause notice, setting out the deficiency(ies) observed, to give the Contractor an opportunity to make a representation within 7 (seven) days from the date of receipt of such notice. If any such representation is made by the Contractor, BHAGYANAGAR GAS LTD shall take cognizance of the same before taking a final decision to impose penalty(ies) in respect of deficiency(ies). The decision of the EIC with regard to any deficiency in service and penalty(ies) for such deficiency(ies) shall be final and binding on the contractor(s).

- a) It is recognized that there may be deficiencies in the performance by the Contractor with regards to one or more of the services required to be performed under the Scope of Work. With a view to discourage deficiency(ies) in the performance of any service(s) by the Contractor, it is agreed that for each Deficiency as determined by EIC/ BHAGYANAGAR GAS LTD in any service(s) to be performed by the Contractor, BHAGYANAGAR GAS LTD shall be entitled to levy a token penalty, if not specified elsewhere, of Rs. 1,000/- (Rupees One Thousand only) per day per deficiency.
- b) The Contractor shall maintain all the Reports, Returns, Forms, proforma(s) and other prescribed documents under the applicable Labour Legislations (including those mentioned above) and BHAGYANAGAR GAS LTD shall have the right to satisfy itself in this regard at any point of time. Each deficiency by the Contractor shall entitle the BHAGYANAGAR GAS LTD to levy a token penalty on the Contractor by deduction in the invoice(s) of the Contractor or from the Security Deposit @ Rs. 1,000/- per instance.
- c) *List of deficiencies and penalties thereof:*

Table 5: List of deficiencies and penalties thereof

S. No.	Nature of Deficiency in Services	Rate of Penalty in Rs. / Incident Excl. GST / Taxes
1	<i>Non-Deployment / Short Deployment of Services(s)</i>	Rs. 1500/- per service per instance
2	<i>Complaints / Misbehavior or negligence on part of the services</i>	Rs.1500/- per instance
3	<i>Non-Wearing of Uniform or PPEs / wearing untidy uniform by the services on duty</i>	Rs. 100/- per day per services
4	Non-Submission of running / final bill beyond 30 days of stipulated time for the applicable date of bill submission. Applicable date is 10 th for monthly and within 10 days for Final bill.	Rs. 1000/- per instance and Rs. 100/- per day beyond that
5	Reporting of non-compliance of any applicable statutory labour laws by contractor, including non-payment / late payment/ short payment of wages	Rs. 1000/- per service per wage period
6	<i>(Deployment of Any services) per day -</i> If the Deployment of services is not in time or the deployed services are not available or are inefficient to provide the requisite service	Rs. 300/- per person under this SOR per instance
7	In case of delay in supply of item(s) or providing facilities, Bhagyanagar Gas Ltd shall be having full rights to provide the said item(s) / facilities at subject station(s) at the risk and cost of the contractor with applicable overhead @ 15%. In addition, penalty @ 1000/- per incident per station (plus applicable GST @ 18% presently) shall be levied for not supplying of item(s) / facilities at any station.	Rs. 1000/- per incident per station
9	Non-availability of motor two-wheeler(s) / automobile in running condition with all compliance as per traffic rules for services to be deployed as defined in SOW.	Rs. 500/- per instance per services
10	Non-Maintenance of any of the Reports, Returns, Forms, Performa(s) and other prescribed documents under the applicable Labor Legislations (including those mentioned above) -	Rs. 1000/- per instance
11	Non-compliance of SOP's as per the BGL instructions	Rs.5000/- per instance and cost incurred including over heads for repair shall be recovered from the bidder
12	Violation / non-compliance of safety conditions	Rs.5000/- per instance.

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However, the total amount deducted towards deficiencies under the contract shall not exceed 5 % of the total contract value (i.e. applicable only for penalty). Recovery charges are applicable at actuals.

- d) In case, the deficiency continues for such period or in such manner as determined by BHAGYANAGAR GAS LTD that affects the services as mentioned in the Scope of Work, Bhagyanagar Gas Ltd' decision in this regard shall be final and binding on the contractor. The contractor shall be liable to pay compensation at the rate of 1% (one percent) of the estimated cost of the service for every week limited to a maximum of 10% (ten percent) of the value of the service. In the event of his failure to do so, the EIC may, on expiry of notice period, rectify / re-execute the service as the case may be at the risk and expense in all respects of the contractor or may terminate the contract due to non-performance.

The decision of the EIC, as to any issue arising under this clause, shall be final and conclusive without prejudice to its the right to terminate the Contract thereof / terminate the service(s) on the basis of repeated occurrence of identified deficiency(ies) / instance of persisting poor performance.

In the event of such termination of services / contract, BHAGYANAGAR GAS LTD reserves the right to get such service(s) performed at the risks and costs of the Contractor for a period equivalent to the unexpired period of the Contract thereof.

9. Performance:

Performance of the Contractor shall be dealt as per Clause No. 2.14 of General Conditions of Contract (GCC).

10. Documents for technical bid qualification:

- a) PF Registration Certificate
- b) ESIC Registration Certificate, if the 'Location(s)' of 'Service' as defined in the Scope of Work falls under the ESI implemented area.

The bids to be rejected due to non-submission of aforesaid documents.

11. PERIOD OF CONTRACT

- a) The contract shall be initially for a **period of Three (03) years from the date of FOA**, extendable for a **further period of 06 months** at the option of BHAGYANAGAR GAS LTD on the same rates/terms and conditions and such extension will be binding on the contractor.
- b) Mobilization Period: The deployment/mobilization period for the services shall be within 01 week from the date for FOA/LOA. In case of failure, BGL reserves the right to cancel the contract.
- c) The date of commencement of the contract for reckoning the period shall be the date of FOA.
- d) BHAGYANAGAR GAS LTD shall have the right to terminate the contract by giving 15 days' notice during the contract period.
- e) BHAGYANAGAR GAS LTD also reserves the right to reduce the period of contract at the time of award of contract itself or during the course of the contract without assigning any reason thereof

12. Notwithstanding anything above, in case of any further requirements under the law or statues due to amendment or change in law, same should be complied with by the contractor.

13. **Change in quantities of items during execution:** If the quantities of any item(s) change to any extent due to any reason whatsoever, the contractor shall be bound to execute them at the rates quoted



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by him. The decision of Engineer-in-Charge shall be final and binding.

14. Self-assessment of work: The quoted rates shall be deemed to have been arrived after first hand self-assessment of the work front by the Contractor by visiting the concerned location of execution of contract prior to submission of their offer and shall give no reason whatsoever to request for any increase/revision in their quoted/awarded rates and not being aware of local conditions.
15. Contractor shall also provide services on Saturday, holidays including Sundays (until and unless instructed otherwise by EIC) and nothing extra shall be payable on this account. The Contractor shall make his own arrangement for housing himself and his staff. BGL will not provide any accommodation.
16. The Service provider shall defend and indemnify BHAGYANAGAR GAS LTD from all suits, actions, claims, demands, liabilities, damages and expenses arising out of personal injury or death resulting there from to any of its personnel, while providing the services.
17. Performance Evaluation of contracts as per C&P circulars/guidelines/procedure is applicable. Contract has to attend Quarterly Review Meetings for Contract Health Monitoring purpose(s) and resolving issues related to work(s) from time to time.
18. We at BGL will not tolerate any kind of Indiscipline act at the premises from the BIDDER employee's during the service time. If any such incident happens, the BIDDER will be penalized at BGL's discretion.
19. As BGL provides essential public utility services, the Contractor shall mandatorily ensure continuous and uninterrupted services at all times. Any disruption or attempt to disrupt services, for any reason whatsoever, shall be considered a violation of contract terms and shall attract penal action as per tender conditions, without prejudice to BGL's rights under applicable laws. The decision of the Engineer-in-Charge (EIC) in this regards shall be final and binding.
20. The Bidder/Contractor shall be solely responsible for payment of minimum wages and all other applicable wages to its personnel, including wages for weekly offs, national and festival holidays, leave, overtime, and any other statutory entitlements, strictly in accordance with the provisions of the Minimum Wages Act, 1948 and other applicable labour laws as amended from time to time.
21. No additional payment, reimbursement, or compensation whatsoever on this account shall be payable by Bhagyanagar Gas Limited (BGL), and the quoted rates shall be deemed to be inclusive of all such obligations.

Annexure-II

STANDARD CONDITIONS OF SCC: PART II

Compliances under various Labour Laws

The Contractor has to fully comply with all applicable Labour Laws and Regulations passed, modified and notified from time to time by the Central, State and Local Government agencies/authorities. Specific attention of the Contractor is drawn to the following obligations amongst others:

1. *The Minimum Wages Act, 1948, Payment of Wages Act, 1936 and Payment of Bonus Act 1965 or The Code on Wages, 2019 (after it comes into force)*

1.1. Minimum Wages:

a. During the tenure of the contract, the Contractor must ensure the payment of minimum wages, as notified by the Central Government or State Government whichever is higher, as per the provisions of the Minimum Wages Act, 1948 / Code on Wages, 2019 (after it comes into force).

1.2. Payment of Wages:

The Contractor shall disburse monthly wages **through e-banking / digital mode through cashless transaction only**, and avoid illegitimate deductions and maintain records /returns as prescribed. The Contractor shall be solely responsible for the payment of wages and other dues to the services, if any, deployed by him latest by 7th day of the subsequent month as per the provisions of the Payment of Wages Act, 1936 / as applicable under Code on Wages, 2019 (after it comes into force) in the presence of Engineer In-charge (EIC) or authorized representative of BHAGYANAGAR GAS LTD. After disbursement of wages, the representative of the Contractor and EIC/ authorised representative of BHAGYANAGAR GAS LTD have to certify the payment of wages to the services and sign the Wage Register - Form B (under The Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017) / FORM-I of Code on Wages, 2019 (after it comes into force) with specific seal detailing name/designation/Company.

1.3. *Payment of Bonus:*

Contractor shall ensure payment of bonus as per the provisions of the Payment of Bonus Act, 1965 / Code on Wages, 2019 (after it comes into force). Present minimum rate of payment of Bonus as

per the Payment of Bonus Act, 1965 is 8.33% of minimum wages per month or 8.33% of Rs. 7,000/- per month whichever is higher. The rate shall be subject to amendments made from time to time to the legislation.

Payment of Bonus / ex-gratia (if Bonus is not applicable) shall be made preferably before Deepawali festival falling after the end of relevant financial year(s) and the balance payment at the time of closure of contract.

2. *Leaves/ Leave with wages/ Holiday:*

The Contractor shall comply with all the applicable leave Rules including leave with wages in terms of applicable labour legislations i.e. Factories Act, 1948 / Shops & Establishment Act/ *Industrial Establishment Act, 1965.*

The Contractor shall extend the leave with wages and maintain the Register of Leave pertaining to the services deployed. The payment towards un-availed leave, as per the Factories Act, 1948

/ Shops & Establishment Act, shall be settled with the services at the time of closure of the contract or separation of services from the contract by the contractor.

i. As per the **Factories Act, 1948 (if applicable)**:-Annual Leave with Wages @ 01 day for every 20 days of work performed by him in the previous calendar year becomes due.

3. *As per the Industrial Establishment Act, 1965/ Negotiable Instrument Act 1881 /Shops & Establishment Act (as applicable)*

4. The Technical support services' Provident Fund & Miscellaneous Provisions Act 1952

a) The Contractor shall have independent PF code no. with the RPFC as required under the Technical support services' PF & Misc. Provisions Act, 1952.

b) The Contractor has to ensure compliance (as per prevailing rates) and extend benefits under the Technical support services' Provident Fund Scheme 1952, the Technical support services' Pension Scheme 1995 & the Technical support services' Deposit Linked Insurance Scheme, 1976 to the services deployed by him.

c) The Contractor is required to submit copies of *separate e-Challans / ECR along with proof of payment/receipt* in respect of services engaged through this contract only, on monthly basis. **Common challans would not be acceptable in BHAGYANAGAR GAS LTD.** The Contractor should submit copies of previous months EPF e-Challans / ECR along with current month's bill. The TRRN. No. of the ECR would be verified online from EPFO portal by the Engineer-in-charge to confirm the status of payment and names of the services deployed.

d) **PF is mandatory irrespective of the number of services deployed** by the Contractor under this contract. **PF membership and deposit of PF contribution is also mandatory even if the wage payment to the services is exceeding the prescribed monthly wage ceiling (i.e. Rs. 15,000/-) under the Technical support services' PF & Misc. Provisions Act, 1952 and in such case the liability of the Contractor towards PF contribution shall be limited to the prescribed monthly wage ceiling notified from time to time (i.e. Rs. 15,000/- currently).**

e) In case, the Contractor deploys any “**International Worker**”, the Contractor should also make compliance under para 83 of EPF Scheme, 1952 i.r.o the “**International Workers**” and must register on the ***International Worker Portal of EPFO.***

5. *The Technical support services' State Insurance Act, 1948 (If applicable and as per prevailing rates)*

a) The Contractor shall have his own ESI code No. allotted by Technical support services' State Insurance Corporation (ESIC) as required under the Technical support services' State Insurance

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Act, 1948.

- b) The Contractor has to arrange **Smart Cards (i.e. ESI Identity Card) /e-Pehchan Card** for the services(s) engaged by him from the Corporation.

6. *The Technical support services' Compensation Act 1923 (wherever applicable)*

In case, the work place is out of the notified coverage area under ESIC i.e. ESIC is not implemented in the area **or** in case of excluded technical support services under ESIC, the Contractor is required to take Technical support services Compensation / Workmen Compensation Policy from IRDAI approved Insurance Company taking into consideration the maximum compensation liability as per provisions of Technical support services' Compensation Act, 1923. It must be ensured that the contractor/contracting firm should extend coverage to the contract workers through Technical support services Compensation Policy, to meet the Compensation Liability under Technical support services's Compensation Act, 1923 along with Medi-claim Floater Policy with a coverage of min. Rs 3 Lakhs per services covering his/ her spouse and two children.

7. *The Payment of Gratuity Act, 1972*

In case of Death or permanent disablement of a services during execution of work under the contract, the Contractor has to pay the Gratuity as per the provision under the Payment of Gratuity Act, 1972 to the nominee(s) of the services as per the details maintained in the duly signed Nomination Form maintained by the Contractor. The proof of disbursement may be submitted to the EIC for claiming reimbursement of amount paid towards death Gratuity .

The Contract Labour (R&A) Act, 1970

- a) The Contractor is required to obtain Labour license under the provisions of the Contract Labour (R&A) Act, 1970 from the office of Licensing Officer, Central Labour Authority, Ministry of Labour and Employment, Govt. of India having jurisdiction of the Region.
- b) The Contractor shall discharge obligations as provided under the Contract Labour (R&A) Act, 1970 rules and regulations framed under the same and enforced from time to time.
- c) The Contractor shall ensure regular and effective supervision and control over the services deployed for which a supervisor / representative of the Contractor should be available at all the times for giving suitable direction for undertaking the Contractual Obligations.
- d) The Contractor is solely responsible for payment of wages to each services deployed by him and such wages shall be paid before the expiry of such period as may be prescribed.
- e) It shall be the duty of the Contractor to ensure the disbursement of wages to services(s) through banking/digital mode. In case the services does not have a bank account, the disbursement of wages may be made in cash in the presence of the Engineer-in-charge / authorized representative of BHAGYANAGAR GAS LTD initially and Contractor shall simultaneously arrange for opening the bank account of each contract labour deployed by him.
- f) In case, the Contractor fails to make payment of wages and deposit of PF contribution within the prescribed period or makes short payment of wages / short deposit of PF contribution, **it shall be treated as FAILURE and action as per the provisions of General Conditions of contract shall be taken. Further, BHAGYANAGAR GAS LTD as Principal Employer, will make payment of wages in full or the unpaid balance due, as the case may be, to the services(s) deployed by the Contractor and deposit the PF contribution with PF authorities. Such amounts will be recovered from the Contractor either by deduction from any amount payable to the Contractor under any contract or as a debt payable by the Contractor.**

8. The contractor is required to comply with all applicable labour laws and regulations including, but not limited to the following:
- The Factories Act, 1948 / The Shops & Establishment Act, 1948 (which ever applicable)
 - The Maternity Benefit Act, 1961
 - The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act 1979 & Building and Other Construction Workers Welfare Cess Act, 1996
 - The Inter State Migrant Workmen (RECS) Act 1979 (if applicable)
 - Contract Labour (R&A) Act-1970
 - Technical support services' Provident Fund & Misc. Provisions Act- 1952
 - Technical support services' State Insurance Act-1948
 - Technical support services' Compensation Act, 1923
 - Payment of Gratuity Act, 1972
 - Minimum of Wages Act,1948
 - The Payment of Wages Act,1936
 - The Payment of Bonus Act,1965

Annexure- III

STANDARD CONDITIONS OF SCC: PART III

Responsibilities of the Contractor

Responsibilities of the Contractor

- The Contractor shall be solely responsible and indemnify BHAGYANAGAR GAS LTD against all charges, dues, claim etc. arising out of the disputes relating to the dues and employment of services, if any, deployed by him.
- The Contractor shall indemnify BHAGYANAGAR GAS LTD against all losses or damages, if any, caused to iton account of acts of the services(s) deployed by him.
- The Contractor shall indemnify BHAGYANAGAR GAS LTD from all claims, demands, actions, cost and charges etc. brought by any court, competent authority / statutory authorities against BHAGYANAGAR GAS LTD.
- The Contractor shall also indemnify BHAGYANAGAR GAS LTD for any action brought against him for violation, non-compliance of any act, rules & regulation of center / state / local statutory authorities.
- All services deployed by the Contractor are deemed to be on the rolls of the Contractor.
- Age:** No services below the age of 18 years shall be deployed by the contractor for the execution of the contract. However, maximum age of services deployed under the contract would be 60 years. (In case of Security and Fire & Safety Service, no services below the age of 18 years shall be deployed by the contractor for the execution of the contract. However, in view of nature of business operation and nature of duty, for efficacy & efficiency purpose, services will be deployed up to the age of 58 years. However, the age limit can be relaxed for a further period of two (02 years) up to the age of 60 years



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if the contract worker is competent, efficient and medically fit i.e. physically fit with good health, good eye sight without any disease. The contractor has to produce Medical Fitness Certificate, to this effect, against such contract workers if deployed beyond 58 years)

7. *Appointment/Nomination of supervisor:*

As a part of the contract, the Contractor is required to appoint/nominate a supervisor (s) who will supervise, control and give directions to the services(s) for discharging the contractual obligations. Accordingly, the Contractor has to give in writing the name and contact details of the supervisor (s) to the EIC. A copy of the same is also to be sent to HR In-charge and Security In-charge for records.

8. A copy of the Letter of Acceptance (LOA) should be submitted to the Security Department by the Contractor / his representative or supervisor for facilitating the movement of services(s) including machine & materials involved in the contract.

9. The services to be deputed/ deployed by the Contractor shall observe all security, fire and safety rules of BHAGYANAGAR GAS LTD while at the site/work. All existing and amended safety / fire rules of BHAGYANAGAR GAS LTD are to be followed at the work site by the Contractor and his deployed services(s).

10. **Personal Protective Equipment / Safety Kit and Liveries:** Contractor shall ensure adequate supply of personal protective equipment / Safety Kit and Liveries as mentioned in the Scope of Work to all such services deployed.
11. In case of accident, injury or death caused to the services(s) while executing the Work under the contract, the Contractor shall be solely responsible for payment of adequate compensation, insurance money etc. to the next kith & kin of injured / diseased. Contractor shall indemnify BHAGYANAGAR GAS LTD from such liabilities.
12. The Contractor shall not deploy any services suffering from any contagious or infectious disease. The Contractor shall get the deployed services(s) examined from a civil Govt. Doctor / BHAGYANAGAR GAS LTD's Doctor.
13. No services(s) or representatives of Contractor (including Contractor) are allowed to consume alcoholic drinks or any narcotics within the premises of BHAGYANAGAR GAS LTD (including Plant, Office and Residential etc.). If found under the influence of above, the Contractor shall immediately replace that services(s) with intimation to the EIC.
14. While engaging / deploying the services, the Contractor is required to make efforts to provide opportunity of employment to services belonging to **Schedule Caste, Schedule Tribe and Other Backward Class** in order to have a fair representation of these sections of the society.
15. While engaging the services, the Contractor is required to make efforts to provide an **opportunity to** candidates with experience of **apprentice training in BHAGYANAGAR GAS LTD** under the provisions of the Apprentices Act, 1961.
16. The Contractor is required to maintain all Registers and other records in an **office** within the premises of BHAGYANAGAR GAS LTD or at a place **within city**.
17. Contractor shall provide proper **Employment cards (FORM XII)** for the services to be deployed by him, duly signed by the Contractor or authorized person on behalf of Contractor.
18. **Gate/ Entry Pass or Authorization:**

Entry to the premises of BHAGYANAGAR GAS LTD is restricted and is subject to appropriate entry authorization in the prescribed format of a Gate Pass or any other entry authorization w.r.t police verification as per instruction of Security department from time to time. Similarly, entry for material/ equipment's/ tools/ tackles etc. is restricted & subject to entry authorization by security department.
19. The Contractor shall issue **Identity cards** in his firm's name to the services deployed.
20. Discipline of the services(s) during discharge of duties must be regulated by the Contractor himself or by his representative.
21. **Police verification**
 - a) The Contractor (including his sub-Contractors/Petty Contractors etc, if allowed) will undertake police verification in respect of the services(s) engaged by him in BHAGYANAGAR GAS LTD's premises. Such verification will have to be carried out from concerned police station of their permanent place of residence/present place of residence.

- b) Further, the Contractor is advised not to deploy any services having past criminal record in the establishment/premises of BHAGYANAGAR GAS LTD under this contract awarded to him.
- c) In the event of violation of above clauses at (a) and (b), the Contractor will be solely responsible for the same.
- d) If any such services(s) having criminal record is deployed by the Contractor in the premises of BHAGYANAGAR GAS LTD and has come to the notice of BHAGYANAGAR GAS LTD at any point of time, the Contractor shall immediately replace that services(s), failing which that particular services(s) of the Contractor will not be allowed to enter into the premises of BHAGYANAGAR GAS LTD.
22. While confirming to any of these conditions, the Contractor must ensure that all applicable Laws of State regarding labour, their welfare, conduct etc. are complied.
23. The contractor shall ensure the KYC of contract workers in EPFO portal at all time during the period of contract and submit a proof of contract and submit a proof of the same to the Engineer-in-charge periodically.
24. The contractor shall ensure that the nomination of contact workers deployed by him under the said contract is duly updated in the EPFO Portal periodically.

Annexure-V

STANDARD CONDITIONS OF SCC: PART V

Records and Registers

- I. Documents to be submitted by the Contractor to EIC at various stages during the currency of the contract*
 - a) Immediately after issuance/receiving of Letter of Acceptance (LOA)*
 - i. Details as required for issuance of **FORM - VII (Notice of Commencement of Work)***
 - ii. Application for issuance of **FORM –III (Form of Certificate by Principal Employer)** for obtaining Labour License from Licensing Authority for engaging 20 or more services.*
 - iii. Copy of **FORM - VI (License)** before commencement of work if 20 or more services are engaged.*
 - iv. Copy of **Provident Fund Registration Certificate** issued by concerned Regional Provident Fund Commissioner.*
 - v. Copy of **ESI Registration Certificate** issued by concerned ESIC.*
 - vi. Copies **Insurance Policy(ies)** as mentioned at *Annexure-iv**
 - vii. Copy of **Labour Identification Number (i.e. LIN)** Registration done in **Shram Suvidha Portal** of Govt. of India.*
 - viii. Copy of registration under the Building and other Construction Workers (RE&CS) Act, 1996 in case the contractor employs ten or more building workers in any building or other construction work.*
 - b) At the time of submission of monthly bills*
 - i. Copy of **Technical support services Register in FORM – A** under The Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017 (to be replaced by FORM – IV (of Code on Wages-2019, after it comes into force). Copy of **Wage Register in FORM – B** under The Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017 (to be replaced by Register of Wages, Overtime, Fine, Deduction for damage and Loss in FORM – I of Code on Wages-2019, after it comes into force) duly certified by authorized representative of the Contractor and authorised person in BHAGYANAGAR GAS LTD certifying as “*Certified that the amount shown in the column No. --- has been paid to the workman concerned in my presence on (date) at - (place)*” along with copy of bank statement duly certified by bank and Copy of online transaction statement against each services with details of name as proof of Cashless Transaction / Payment of wages through e-banking/digital mode.*
 - ii. As a part of compliance and proof of depositing Provident Fund, EDLI and ESI contributions the Contractor shall submit copies of the **Separate eChallans / ECR**, bank receipts/bank statement in respect of services deployed in BHAGYANAGAR GAS LTD in the previous month in this contract. The documents should also contain details*

of services, PF account No., ESI No., contributions of services and employer etc.

- iii. Dully filled in details as per *Annexure- i*.
- iv. Copy of Wage Slips in FORM XIX
- v. Proof of deposit of Cess Under The Building and Other Construction Workers' Welfare CessAct, 1996, (if applicable)

c) At the time of closure of contract

- i. **Indemnity Bond** of Rs. 100/- duly notarized from Notary indemnifying BHAGYANAGAR GAS LTD from all liabilities w.r.t. the services engaged by the Contractor regarding payment of wages, Provident Fund/ESI contributions, Insurance and other statutory payments. Format for Indemnity Bond as per Volume I of II.
- ii. Copy of the **Wage Register** in **FORM – B** (to be replaced by FORM-I of Code on Wages- 2019 after it comes into force) for the last month.
- iii. Copies of **Service Certificates** issue to services in **FORM VIII**
- iv. Copy of the ECR related to EPF and ESIC Compliance in respect of Services.
- v. Details as required for issuance of **FORM - VII (Notice of Completion of Work)**
- vi. Copies of FORM-C & FORM –D under the Payment of Bonus Act 1965 as proof of payment towards Bonus.
- vii. Copy of proof towards release of Leave Encashment
- viii. Copies of No Dues Certificate from contract workers stating they have received all statutory payments and social benefits.
- ix. Proof towards PF KYC compliance of contract workers.
- x. Proof of deposit of total Cess under The Building and Other Construction Workers' Welfare Cess Act, 1996, (if applicable) with final assessment from respective Cess Collectors(s).

2. Verifications of bills and documents submitted by the Contractor: Before certifying/verifying the running/ final bill/invoice of the Contractor, the designated EIC of the respective contract of BHAGYANAGAR GAS LTD, shall verify from the ECRs of PF/ESI, through respective web portals, the detail/status of the payment made by the Contractor. In case the information furnished by the Contractor is found to be incorrect, BHAGYANAGAR GAS LTD shall take appropriate action against the Contractor under relevant conditions as available in the tender document.

- (1) Name of the Firm/Agency/Contractor _____
- (2) Nature of Contract: Job/ Service _____
- (3) Period of Contract: From _____ to _____
- (a) Extension Period of Contract, if any from _____ to _____
- (b) Place where contract workmen are working _____
- (4) Postal address of the Contractor: _____
- (5) Phone No. of the Contractor: _____
- (6) Fax No. and Email of the Contractor: _____
- (7) Name and Address of PF office from where EPF Code No. has been allotted: _____



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(8) EPF Code No. allotted by PF office:

(9) Name and Address of ESIC office from where ESI Code No. has been allotted:

(10) ESI Code No. allotted by ESIC office:

(11) Labour License No. _____ dated _____

(12) Validity period of Labour License from _____ to _____

(13) Detail of Services engaged by the Contractor:

(14) Copy of Wage Register in FORM – B (to be replaced by FORM-I as per Code on Wages-2019, after it comes into force)

(15) Details of deposit of contribution towards EPF:

a) EPF Challan No. _____ Amount _____ Date _____

(16) Details of Deposition of contribution towards ESI

a) ESI Challan No. _____ Amount _____ Date _____

(17) Whether any arrangement / agreement has been entered with any services for extending benefits under Inter-State Migrant Workmen (RE&CS) Act, 1979: (Yes / No)

If Yes, No. of such Inter-State Migrant Workers: _____

SIGNATURE OF CONTRACTOR/AUTHORIZED REPRESENTATIVE



Bhagyanagar Gas Ltd.
Bhagyanagar Gas
Limited

**Hiring of PNG projects, operation &
maintenance services and its associated
services for a period of 3 years in Hyderabad GA
Bid Document No: BGL/716/2025-26**

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II

SECTION 9 SCHEDULE OF RATES (SOR)

SCHEDULE OF RATES:

SCHEDULE OF RATES					
Tender Name: - Hiring of PNG projects, Operation & Maintenance services and its associated services for a period of 3 years in Hyderabad GA					
Tender No: BGL/716/2025-26					
Name of Bidder					
Sr. No.	Description	UOM	Quantity	Unit Rate (INR)	Amount (INR)
			A	B	C=A*B
1	<p>PNG Supervisory Services In General Shift– Providing qualified supervisory services having minimum qualification with required experience in supervising PNG O&M teams, coordinating field activities, ensuring adherence to safety procedures, maintaining records, and reporting to BGL officials.</p> <p>Scope includes daily work allocation, supervision of technical services/ PNG support/ assistance services ensuring completion of assigned tasks, maintaining logs and documentation as per BGL requirements and as per details mentioned in SOW.</p> <p>Total Requirement= No. of services per day x No. of months</p>	Month	72	-	-
2	<p>PNG Technical Services or PNG operational and maintenance services (in General shift)-Mechanical:</p> <p>– Providing services of qualified operational and maintenance services or technical services having min. relevant experience in operation & maintenance (O&M) of Domestic, Commercial & Industrial PNG networks, attending customer complaints, leakage</p>	Month	288	-	-



Hiring of PNG projects, operation & maintenance services and its associated services for a period of 3 years in Hyderabad GA
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	<p>testing, new connections, commissioning of installations, pressure monitoring, preventive maintenance, steel pipeline valves maintenance, SV-stations maintenance, etc , and assisting in project-related activities as directed by BGL Engineer-in-Charge and as per details mentioned in SOW. Scope includes all tools, PPEs, and local conveyance as required for effective performance of duties. Total Requirement= No. of Services per day x No. of Months</p>				
<p align="center">3</p>	<p>PNG Technical Services or PNG operational and maintenance services (round the clock basis-24X7)-Mechanical- Providing services of qualified Technical services or O&M services having min. relevant experience in operation & maintenance (O&M) of Domestic, Commercial & Industrial PNG networks, attending customer complaints, leakage testing, new connections, commissioning of installations, pressure monitoring, preventive maintenance, steel pipeline valves maintenance, SV-stations maintenance, etc and assisting in project-related activities as directed by BGL Engineer-in-Charge. Scope includes all tools, PPEs, and local conveyance as required for effective performance of duties. Total requirement= No. of services per day x No. of months</p>	<p align="center">Month</p>	<p align="center">540</p>		<p align="center">-</p>



4	<p>PNG support/Assistance Services (in General shift) – Providing services of PNG support or Assistance services having min. qualification to assist in PNG field works such as trenching, backfilling, meter installation support, material handling, cleaning of GI/MDPE installations, steel pipelines, steel -SV stations and other works assigned under PNG O&M and project activities. Scope includes use of basic tools, safety compliance, and support to technical/supervisory during maintenance or project execution as per details mentioned in SOW. Total requirement= No. of services per day x No. of months</p>	Month	288		-
5	<p>PNG support/Assistance Services (round the clock basis) – Providing services of PNG support or Assistance services to assist in PNG field works such as trenching, backfilling, meter installation support, material handling, cleaning of GI/MDPE installations, steel pipelines, steel -SV stations, attending PNG complaints and other works assigned under PNG O&M and project activities. Scope includes use of basic tools, safety compliance, and support to technical/supervisory during maintenance or project execution as per details mentioned in SOW. Total requirement= No. of Services per day x No. of Months</p>	Month	432		-



6	<p>Safety Supervisory Services (in General shift): Providing services of qualified Supervisory having a recognized min. diploma in Industrial Safety with relevant experience in CGD, Oil & Gas, or utility sectors.Scope includes Implementation of BGL’s HSE guidelines at all PNG O&M and project sites, Steel pipelines .Conducting toolbox talks, site inspections, safety audits, and maintaining safety documentation.Monitoring use of PPEs, safe work practices, and ensuring compliance with statutory and company safety norms.Investigating incidents, preparing reports, and conducting safety awareness programs for field staff as per details mentioned in SOW and , and local conveyance as required for effective performance of duties.Total requirement= No. of services per day x No. of months</p>	Month	36		
7	<p>Electrical Maintenance Support Services (in General shift) : Providing Electrical Maintenance Support Services of holding valid electrical license with experience in maintenance of LT electrical systems, panels, pumps, meters, and lighting in PNG facilities. Scope includes Maintenance of electrical panels, earthing, and DBs at CGS/booster stations, DRSs, and customer installations, measurement of PSP values, on/off potentials. Regular inspection of electrical connections, DBs, meters, DGs, and safety devices, TLP , AJB stations.</p>	Month	36		



Hiring of PNG projects, operation & maintenance services and its associated services for a period of 3 years in Hyderabad GA
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	<p>Assisting in installation/testing of EVC, pressure transmitters, flow meters, and associated control panels. Scope includes all tools, PPEs, and local conveyance as required for effective performance of duties. Ensuring isolation, earthing, and safety interlocks during maintenance as per details mentioned in SOW. Total requirement= No. of services per day x No. of months</p>				
Sub Total Excl. GST (RS.)					-
GST@ 18%					-
Total Amount Incl. GST (Rs.)					-

Note:

1. The quantities and scope of services indicated in the contract are tentative and for estimation purposes only. BGL reserves the right to vary the quantities as per its operational requirements without any change in the unit rates or other terms and conditions of the contract.
2. The rates quoted by the bidder shall remain firm and unchanged during the entire duration of the contract. No escalation, on any ground whatsoever, shall be admissible. The quoted rates shall be deemed to include all statutory liabilities and compliance costs such as insurance, PF, ESI, uniforms, PPEs, conveyance, administrative overheads, and any other charges required for satisfactory execution of services as per SOW.