



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

BID DOCUMENT FOR

GROUP TERM LIFE INSURANCE FOR BGL EMPLOYEES

**UNDER OPEN DOMESTIC
COMPETITIVE BIDDING**

e- tender

Bid Document No.: BGL/782/2026-27

VOLUME-I of II

SECTION- I
INVITATION FOR BID (IFB)

**GROUP TERM LIFE INSURANCE FOR BGL
EMPLOYEES**
Bid Document No: BGL/782/2026-27

Volume I of
II

Ref No: BGL/782/2026-27

Date: 11.09.2026

To,

PROSPECTIVE BIDDERS

SUB: GROUP TERM LIFE INSURANCE FOR BGL EMPLOYEES

Dear Sir/Madam,

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

2.0 The brief details of the tender are as under:

(A)	NAME OF WORK / BRIEF SCOPE OF WORK/JOB	GROUP TERM LIFE INSURANCE FOR BGL EMPLOYEES	
(B)	TENDER NO. & DATE	BGL/782/2026-27,Dated: 11.09.2026	
(C)	TYPE OF BIDDING SYSTEM	SINGLE BID SYSTEM	-
		TWO BID SYSTEM	✓
(D)	TYPE OF TENDER		
		E-TENDER	✓
		MANUAL	-
(E)	COMPLETION/CONTRACT PERIOD	The Contract period shall be 01 year from the date of issue of FOA/VO	
(F)	BID SECURITY / EARNEST MONEY DEPOSIT (EMD)	APPLICABLE	
		NOT APPLICABLE	✓
(F1)	DECLARATION FOR BID SECURITY	Not Applicable	

(Sign & Seal of Bidder)

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(G)	AVAILABILITY OF TENDER DOCUMENT ON WEBSITE(S)	From 11.09.2026 to 25.09.2026 15:00 Hrs, IST) on following websites: i) www.bglgas.com/tenders ->e-tender on website ii) www.cppportal/e-publish iii) https://petroleum.ewizard.in The bidders are requested to submit soft copies of their bid electronically on the e-Wizard Portal. iv) (https://petroleum.ewizard.in) using valid Digital Signature Certificates.:
(H)	DATE, TIME & VENUE OF PRE-BID MEETING	Date : 18.09.2026 Time : 11:00Hrs Venue : Virtual https://teams.microsoft.com/meet/461320085190467?p=FsYhgw2tYdJRZb8TBo Meeting ID: 461 320 085 190 467 Passcode: oi3k2qr6
(I)	DUE DATE & TIME OF BID-SUBMISSION (ON OR BEFORE)	Date : 25.09.2026 Time : 15:00 hrs
(J)	DATE AND TIME OF UN-PRICED BID OPENING	Date : 25.09.2026 Time : 16:00 hrs
(K)	CONTACT DETAILS OF TENDER DEALING OFFICER	Name : Mr. Annam Setti Ramakrishna Designation: Ch. Manager (C&P) Phone No. & Extn : 040-23236983 Direct No.: e-mail : ramakrishna.a@bglgas.com
(L)	DEALING BGL'S OFFICE ADDRESS	Bhagyanagar Gas Limited 4th Floor Vasantha Chambers, Fateh Maidan Road, Basheer Bagh, Hyderabad-500004.

2.0 EVALUATION BASIS

As per relevant clause of Bid Evaluation criteria.

3.0 i) Bid Document calls for offers on single point "Prime Bidder"

Responsibility basis. Bidders are therefore advised not to submit offers in "Consortium" or "Joint Bid". Joint bid referred herein is an offer, which seeks order to be placed on more than one party/co-bidder.

ii) Order will be placed on the "Prime Bidder" alone who will be responsible for all contractual purposes. The status of all other vendors as may be referred/identified by the Prime Bidder in the offer, shall be that of sub-vendor/sub-supplier.

(Sign & Seal of Bidder)

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The prices once quoted by the bidder shall not be allowed for any subsequent price revision/adjustments at his own. As such, bidders are advised to ensure that their offer is on single bidder responsibility basis is complete as per scope of work/supply as specified in Bid Document.

- 4.0 ~~The following documents in addition to uploading in the e-bid on BGL e-tendering portal, shall also be submitted in Original (in physical form) within 7 (seven) days from the bid due date provided the scanned copies of the same have been uploaded along with the e-bid within the Due Date & Time of Bid Submission:~~
- ~~i) EMD/Bid Security (if applicable)~~
~~[Note: Submission of original is not applicable for online banking transaction]~~
 - ~~ii) Line of Credit (if applicable)~~
- 5.0 ~~Bidder must furnish turnover details for the last three financial years along with their bid. It may please be noted that in case performance is not satisfactory, the offer is liable to be rejected.~~
- 6.0 ~~Bidder shall ensure that Bid Security having a validity of ...months from the bid due date, must accompany the offer.~~
- 7.0 ~~Bids complete in all respects should reach on or before the BID DUE DATE AND TIME. Fax/Telex/Telegraphic/ E Mail/Physical bids shall be rejected. Only bid submitted through e-wizard portal <https://gem.gov.in/> will be accepted.~~
- 8.0 Bhagyanagar Gas Limited (BGL) reserves the right to reject any or all the bids received, at its discretion without assigning any reason, whatsoever.
- 9.0 This Request for Quotation (RFQ) is an integral and inseparable part of the enclosed Bid Document
- 10.0 ~~The bid opening of the un-priced part and price part shall be in the presence of representative of bidder who may likely to be present in the bid opening shall be attended as per the e-tendering procedure through online mode.~~ However, date of opening of price part will be intimated to the bidder later on with a notice period of 2 days.
- 11.0 Bidder to confirm separately that they have not been banned from submitting offer by any Govt. / Public Sector Undertaking of India.
- 12.0 **BIDDER IS ADVISED TO QUOTE STRICTLY AS PER TERMS AND CONDITIONS OF TENDER DOCUMENT AND NOT TO STIPULATE ANY DEVIATION/ EXCEPTIONS. BIDDER MAY NOTE THAT TECHNICAL OR COMMERCIAL CLARIFICATIONS NORMALLY WILL NOT BE SOUGHT FOR AFTER THE RECEIPT OF THE BIDS. BIDDERS ARE ADVISED IN THEIR OWN INTEREST TO ADHERE TO ALL THE TECHNICAL AND COMMERCIAL CONDITIONS AS PER BID DOCUMENT. HOWEVER, BGL**

(Sign & Seal of Bidder)

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**RESERVES THE RIGHT TO ACCEPT ANY DEVIATION WITH
APPROPRIATE COMMERCIAL LOADING IN THE BEST INTEREST OF THE
PROJECT.**

- 13.0 Bidder, if so desired, may seek clarification on the tender document. Any request to this effect should be positively reached 7 days of due date of submission of bid on the following address:-

Annam Setti Ramakrishna, Ch.Manager (C&P)
Bhagyanagar Gas Limited
4th Floor Vasantha Chambers, Fateh Maidan Road,
Basheer Bagh, Hyderabad-500004.
Ph No.: 040- 23236983
Fax. No.: 040- 23245081
Email: ramakrishna.a@bglgas.com/ cnp@bglgas.com

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

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

Please specify the Bid Document Number in all your correspondence.

THIS IS NOT AN ORDER

Yours faithfully,
FOR AND ON BEHALF OF
Bhagyanagar Gas Limited

Enclosure: Bid Document

Ch. Manager (C & P)

SECTION 2
BID EVALUATION CRITERIA

BIDDERS ELIGIBILITY CRITERIA

A) QUALIFICATION CRITERIA:

- The Bidder must be an Insurance Company registered with Insurance Regulatory and Development Authority of India (IRDA). In Support of the same, bidder has to submit copy of the valid Registration Certificate issued by the IRDA along with the bid documents.
- Bidder Shall submit a self declaration that companies debarred/blacklisted by IRDA.

Note:- The offer of Insurance Companies debarred/backlisted by IRDA are liable to be rejected.

B) BID EVALUATION METHODOLOGY

- Evaluation shall be done on an overall lowest basis after considering Quoted lumpsum premium amount during the year as specified in SOR including GST.
- Work order will be awarded considering lowest premium quoted by the bidder including GST.
- If more than one bidder quotes the same rate and happens to be L-1, then the Insurance Company who has the oldest registration with IRDA will be given preference for award.

Note:- M/s. Visista Insurance Broking Services Pvt, Ltd is the authorized broker for the Group Term Life Insurance For BGL Employees

FORM F-14

LETTER OF AUTHORITY

[Proforma for Letter of Authority for Attending 'Pre-Bid Meetings']

Ref:

Date:

To,

M/s. Bhagyanagar Gas Limited

SUB: _____.

TENDER NO:

Dear Sir,

I/We, _____ hereby authorize the following
representative(s) for attending Pre-Bid Meeting', 'Un-priced Bid Opening', 'Price Bid Opening'
against the above Tender Document:

[1] Name & Designation _____ Signature _____
Phone/Cell: _____ Fax: _____
E-mail: @

[2] Name & Designation _____ Signature _____
Phone/Cell: _____ Fax: _____
E-mail: @

We confirm that we shall be bound by all commitments made by aforementioned authorised
representative(s).

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

Note:

- (i) This "Letter of Authority" should be on the "**letterhead**" of the Firm / Bidder and should be signed by a person competent and having the 'Power of Attorney' to bind the Bidder. Not more than 'two [02] persons per Bidder' are permitted to attend 'Pre-Bid Meetings'.
- (ii) Bidder's authorized representative is required to carry a copy of this authority letter while attending the 'Pre-Bid Meetings'.

FORM F-17

**E-Banking Mandate Form
(To be issued on vendors letter head)**

1. Vendor/customer Name :
2. Vendor/customer Code:
3. Vendor /customer Address:
4. Vendor/customer e-mail id:
5. Particulars of bank account
 - a) Name of Bank
 - b) Name of branch
 - c) Branch code:
 - d) Address:
 - e) Telephone number:
 - f) Type of account (current/saving etc.)
 - g) Account Number:
 - h) RTGS IFSC code of the bank branch
 - i) NEFT IFSC code of the bank branch
 - j) 9 digit MICR code

I/We hereby authorize Bhagyanagar Gas Limited. to release any amount due to me/us in the bank account as mentioned above. I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the Bhagyanagar Gas Limited responsible.

(Signature of vendor/customer)

BANK CERTIFICATE

We certify that ----- has an Account no -----with us and we confirm that the details given above are correct as per our records.
Bank stamp

Date
Name:

(Signature of authorized officer of bank)

Designation:
Emp. ID:

(Sign & Seal of Bidder)

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