



HARIDWAR NATURAL GAS PVT. LTD.

RFQ No: HNGPL/DMA/438

RFQ No: NIT No: HNGPL/DMA/438

Date: 29.08.2026

To,
Shri/M/s.....
Address.....
.....

SUB: HIRING AN AGENCY FOR DMA FOR DOMESTIC CONNETION IN HARIDWAR G.A.

Dear Madam/ Sir,

1.0 M/s Haridwar Natural Gas Pvt. Ltd. (JV of BPCL and GAIL GAS LTD), the CGD company, invites quotation from bidders for the subject services, in complete accordance with the following details as mentioned in NIT.

2.0 The brief details of the NIT are as under:

Name of work/Job	HIRING AN AGENCY FOR DMA FOR DOMESTIC CONNETION IN HARIDWAR G.A.
EMD/Bid Bond	N.A
Mode of tendering	Open Domestic Competitive Bidding under Two Bid System Offline Bid.
Duration of time of bid submission	14 days from date of Publish on website i.e. www.hngpl.in
Bid submission End date	12.09.2026 at 14:00 IST.
EMD/CPBG / SECURITY DEPOSITE.	N.A
Place of Bid Submission	At HNGPL Camp Office.

In case the days specified above happens to be a holiday in HNGPL, next working day shall be implied.

3.0 BID EVALUATION CRITERIA & BID EVALUATION METHODOLOGY:

Sl. No.	Technical Criteria	Supporting Documents must be signed by POA/Authorised signatory/Partner's
1	The Bidder should have successfully Completed the DMA service in any utility sector in a single order to any Central / State Govt. organization /PSU' or their JVs or their subsidiary/Public listed Company within previous seven (07) years to be reckoned from the bid due date of un-priced bid opening	Completion/Execution Certificate/Payment proof issued by End User/ authorized consultant for the relevant service.

Financial Criteria: - Not Applicable.

4. BID EVALUATION METHODOLOGY:

- Evaluation will be done **on Overall lowest quote (L1) basis including quoted GST** and Order will be placed on the Overall Lowest evaluated (L1) acceptable bidder.
- Bidder should quote for all the items of SOR, failing which bid shall be rejected.
- The "Schedule of Rates" including GST shall be taken up for evaluation purpose.
- Work shall be distribute in to the 60:40 ratio into two techno-commercially qualified bidder on the L1 price basis. i.e L2 bidder need to match the L1 price.

Note:



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- (a) In case, any unregistered bidder [i.e. not registered with statutory authority for GST] is submitting their bid, their prices will be loaded with applicable GST (CGST&SGST/UTGST or IGST) during evaluation of bid.
- (b) In case any process on GST is applicable, the same shall also be considered in evaluation.
- (v) Further, in case more than one bidder becomes L1 making more bidders eligible for award (as the case may be), then short listing of the bidders will be done using the following tie breaker:

"The bidder who has got the higher turnover in the last audited financial year will be awarded the job."

5.0 THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IN THE FINANCIAL BID

All Documents including N.I.T and BEC qualification & all annexure's in un-price bid envelop as a technical part bid. Each page shall be signed in full by the bidder or his authorized signatory.

6.0 TERMS & CONDITIONS GOVERNING THE CONTRACT: -

1. GCC: - <https://hngpl.in/wp-content/uploads/2026/02/SERVICES.pdf>
2. SCC:- Annexure-01
3. The schedule of rates (SOR) should be filled in carefully after considering all the aspects of contract **and "Terms & Conditions Governing the Contract"**. No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the bidder had not understood the work envisaged by this quotation document. Any overwriting in the schedule of rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the bidder or his authorized signatory.
4. **H.N.G.P.L. reserves the right to:** Accept or reject any or all or part of the financial Bids without assigning any reasons at any point of time and the decision of the HNGPL authority will be final. Relax the quotation conditions at any stage if considered necessary for the purpose of finalising the contract in the overall interest of HNGPL. Disqualify the bidders blacklisted by Central/State Govt./Public Sector Units or whose contracts have been terminated on account of poor performance.
5. Each folio of quotation document and every supporting documents attached with it shall be signed by the intending bidder or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
6. Quotations containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary these must be made in ink and all such corrections must be attested by full signature of the bidder with seal.
7. In-complete and ambiguous quotations will be rejected.
8. The quotation will be rejected in case of any change in nomenclature of schedule in this SOR.
9. In case of any ambiguity in total unit price or total amount figures, all calculations will be carried out taking Basic Unit rate as base.
10. **Validity of Bid:** Validity of Bid shall be Three **Months** from the final date of submission of bid.



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11. ACCEPTANCE OF QUOTATION:

- a. The authority for acceptance of the quotation documents and quoted rates will rest with the competent authority of HNGPL, who does not bind himself to accept the lowest or any other quotation, nor does he undertake to assign reasons for his decision in this matter.
- b. Acceptance of quoted rates will be communicated as soon as possible.
- c. All the quotation documents submitted by a bidder shall become the property of HNGPL and HNGPL shall have no obligation to return the same to the bidders.
- d. **Canvassing in connection with quotation is strictly prohibited and the quotation submitted by the bidder who resorts to canvassing will be liable for rejection.**
- e. If the bidder deliberately gives wrong information or conceals any information/facts in his quotation, which shall be favourable for acceptance of his quotation fraudulently, then HNGPL reserves the right to reject such quotation at any stage of execution without any financial liability.
The bidder shall treat the contents of the quotation documents as private and confidential.
- f. Copy of NIT documents along with addendum/corrigendum (if to be issue in related to NIT) duly signed and sealed on each page to be submitted at the time of bid submission. In token of confirmation that NIT documents are considered in full while preparing the bid and in case of award, work will be executed in accordance with the provision detailed in NIT documents.
- g. **Please note that Quotation should be in sealed envelope otherwise your quotation shall not be accepted.**
- h. Bidder submit (offline) their Bid complete in all respect as per terms & conditions of RFQ Document on or before the Due Date & Time of Bid Submission.

Bid Submission place –

**Haridwar Natural Gas Pvt. Ltd.
Transit Camp, H. No. 129, New Haridwar Colony,
Behind Matrichaya Medical Centre, Ranipur Mode,
Haridwar-249401 (U.K.)**

This is not an Order/Contract.

For & on behalf of
Haridwar Natural Gas Pvt. Ltd.

(C*P)



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**DO NOT OPEN – THIS ENVELOPE CONTAINING
BID**

**Tender : HIRING AN AGENCY FOR DMA FOR DOMESTIC CONNETION
IN HARIDWAR G.A.**
Tender no. : HNGPL/DMA/438
Due Date & Time : 10.09.2026 at 14:00 IST.

From :

M/s
.....
.....
.....

To:

C&P Dept.

**Haridwar Natural Gas Private Limited,
Transit Camp, House No.-129, New Haridwar
Colony, Behind Matrichaya Medical Centre,
Ranipur Mode,
Haridwar (U.K) - 249401.
Email: tenders@hngpl.co.in**



HARIDWAR NATURAL GAS PVT. LTD.

RFQ No: HNGPL/DMA/438

CONFIRMATION ON FIRM LETTER HEAD

To,

Haridwar Natural Gas Private Limited
House No- 129, New Haridwar Colony
Behind Matrichhaya Medical Centre
Ranipur Mode, Haridwar, Uttarakhand
PIN- 249401

**SUBJECT: HIRING AN AGENCY FOR DMA FOR DOMESTIC CONNETION IN
HARIDWAR G.A.”**

Dear Sir,

We understand that any 'deviation / exception' in any form may result in rejection of Bid. We, therefore, certify that we have not taken any 'exception / deviation' anywhere in the Bid and we agree that if any 'deviation / exception' is mentioned or noticed, our Bid may be rejected.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



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Haridwar Natural Gas Private Limited
House No- 129, New Haridwar Colony
Behind Matrichhaya Medical Centre
Ranipur Mode, Haridwar, Uttarakhand
PIN- 249401

SUBJECT: HIRING AN AGENCY FOR DMA FOR DOMESTIC CONNETION IN HARIDWAR G.A.”

Dear Sir,

This is to certify that the undersigned bidder has not been blacklisted by any Central/State Govt. Organization, Public Sector Units or its contracts have not been terminated on account of poor performance.

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

SPECIAL CONDITIONS OF CONTRACT:

Following are the SCC for “Hiring direct marketing Agents (DMA) for PNG Domestic Acquisition Activities for Haridwar GA” and will superset the GCC.

- A. Mobilization Period:** 7 days from the date of LOA.
- B. Duration of Contract:** 6 months from the date of order of award/EIC Instruction.
- C. Payment terms:** Payment shall be made on 30 days against submission of monthly invoices along with requisite documents as advised and duly certified by Engineer-in-Charge.
For domestic: 90% payment on registration form with security amount & 10% on closure.
- D.** If DMA achieves less than 25% of assigned SOW during the contract period, the contractor shall be barred from participation in the next two tenders.
- E.** All the cheques have to be submitted in the office of HNGPL within 7 days from the date of cheque and send a report to HNGPL as and when the cheques submission take place with requisite covering note and excel sheet of the relevant registrations is to be mail to the EIC.
- F.** In the event of dishonor of cheques by Bank, DMA is required to follow up the matter and collect the fresh DD along with Rs 200/- as administrative charges and submit the same in the office to HNGPL

Penalty:

1. If the target is not achieved as defined in table No:-1, a penalty of ₹5,000/- per target slab shall be deducted from the subsequent bill.
2. Under no circumstances cash payment should be collected. Any deviation of this policy of payment will attract a penalty up to ₹2,000/- per incidence or in addition to recovery of cash collected.
3. On receipt of any complaint regarding misbehavior / any other conduct by the persons employed by the vendor, which brings disrepute to the image of HNGPL, vendor will remove such personnel from the job. Any such instance may invite a penalty of ₹1000 on the vendor.
4. In case of any misplacement of customer's cheque/registration documents from vendor's end, a penalty of ₹2000/- per incident may be levied and if such negligence is observed on frequent basis, the services of vendor may be terminated.
5. The Vendor needs to ensure that there is no typo error while punching the details such as Name, Address, Mobile No., E-Mail ID, etc. Any such gross/documentation negligence shall be viewed seriously and will lead to a penalty of Rs. 50 per case. Besides the penalty of ₹50 per case, HNGPL may also forfeit the vendor payment corresponding to such abnormal cases.
6. DMA would be given mobilization period of 7 days to arrange for manpower. If DMA fails to penalty of Rs.1000/- per day.

7. No claim of agency regarding execution shall be entertained beyond the contract validity and/or exceeding the value of contract.

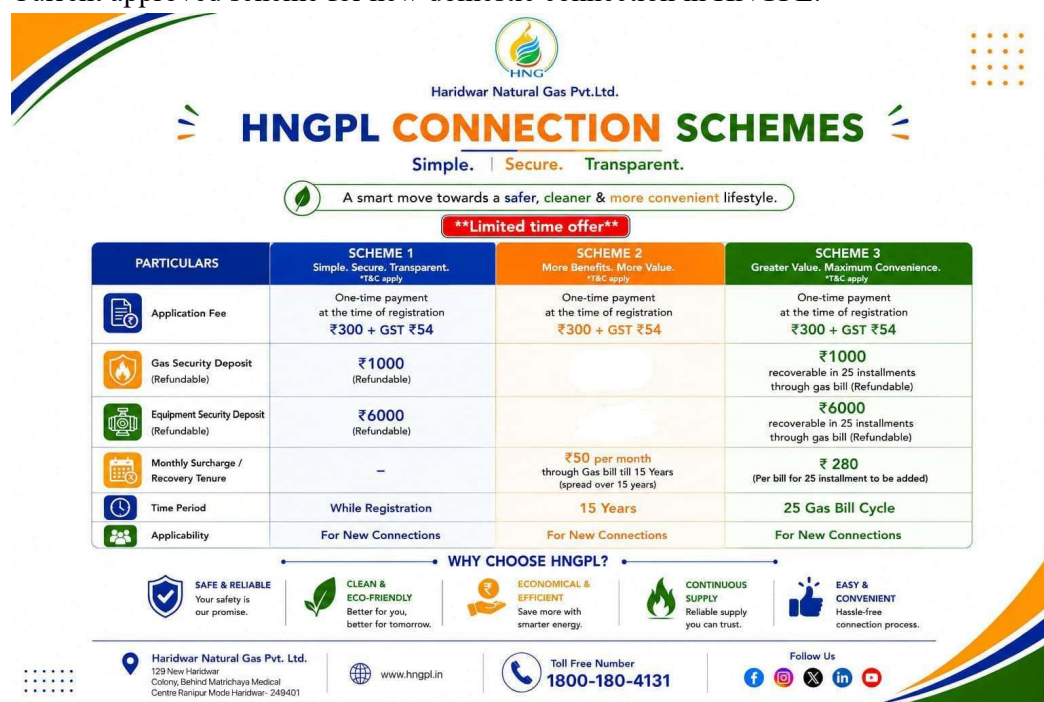
SCOPE OF WORK FOR DMA

a) ENROLLMENT PROCESS: there are two type of enrollment process, offline and online currently HNGPL is using offline practice but bidder need to execute the online enrollment process for future as per PNGRB, HNGPL will not provide any mobile or other media of the online process.

i) DMA shall contact customers, explain PNG benefits, collect registration form, address and ID proof.

ii) Documents required for new connection: -

1. Aadhar Card
2. Electricity Bill/Sale deed
3. LPG Copy
4. Current approved scheme for new domestic connection in HNGPL.



The infographic for HNGPL Connection Schemes features the HNGPL logo and the tagline "Simple. | Secure. Transparent." It promotes a "smart move towards a safer, cleaner & more convenient lifestyle." and highlights a "**Limited time offer**".

PARTICULARS	SCHEME 1 Simple. Secure. Transparent. *T&C apply	SCHEME 2 More Benefits. More Value. *T&C apply	SCHEME 3 Greater Value. Maximum Convenience. *T&C apply
Application Fee	One-time payment at the time of registration ₹300 + GST ₹54	One-time payment at the time of registration ₹300 + GST ₹54	One-time payment at the time of registration ₹300 + GST ₹54
Gas Security Deposit (Refundable)	₹1000		₹1000 recoverable in 25 installments through gas bill (Refundable)
Equipment Security Deposit (Refundable)	₹6000		₹6000 recoverable in 25 installments through gas bill (Refundable)
Monthly Surcharge / Recovery Tenure	-	₹50 per month through Gas bill till 15 Years (spread over 15 years)	₹280 (Per bill for 25 installment to be added)
Time Period	While Registration	15 Years	25 Gas Bill Cycle
Applicability	For New Connections	For New Connections	For New Connections

WHY CHOOSE HNGPL?

- SAFE & RELIABLE**: Your safety is our promise.
- CLEAN & ECO-FRIENDLY**: Better for you, better for tomorrow.
- ECONOMICAL & EFFICIENT**: Save more with smarter energy.
- CONTINUOUS SUPPLY**: Reliable supply you can trust.
- EASY & CONVENIENT**: Hassle-free connection process.

Haridwar Natural Gas Pvt. Ltd.
 129 New Haridwar Colony, Behind Mattichaya Medical Centre Ranipur Mode Haridwar - 249401
 www.hngpl.in
 Toll Free Number 1800-180-4131
 Follow Us: Facebook, Instagram, Twitter, LinkedIn, YouTube

b) DMA's new PNG registration target per for six month in Haridwar G.A is mentioned below. Each DMA's scope of work/target will be assigned based on bid evaluation criteria, and subsequently the targets will be distributed.

S.Nos	DOMESTIC	
	Location	Connections (nos)
1	HARIDWAR G.A / EIC INSTRUCTION	6000

c) After allocation of location in TABLE No -1, DMA shall achieve a minimum of 50% of the target as per the completion period of failing which lead to panalise.

d) The DMA shall not operate or undertake activities in any new area without obtaining prior written approval from the EIC/Marketing Officer; The DMA shall submit regular weekly progress reports, and only email shall be used for sharing MIS reports.

e) Contacting customers, explaining PNG benefits, collection of registration forms and amount collection shall be the responsibility of DMA. In any case, DMA shall not collect cash If any of the DMAs representatives found taking cash/malafide intention, work order will be terminated with immediate effect.

f) Permission letter from society to start the job shall be the responsibility of DMA.

g) DMA shall deploy field force for marketing activities such as leaflet distribution and canopy display at societies. Leaflets and canopies will be supplied by HNGPL, while the bidder shall be responsible for installation of the canopies and distribution of the leaflets.

h) While meeting customers, DMA personnel shall be in proper dress.

PRICE BID - SCHEDULE OF RATES

Sr.	Description	Uo M	Total Qty.	Unit Rate per DMA	GST DMA Rate	Total Amount (GST) for All DMA GST
1	DOMESTIC	No.	6000	Quoted	Quoted	Quoted
Please share the priced filled SOR in a separate envelop along with all tender documents envelop.						

Notes:

1. Price evaluation will be done on overall basis
2. Partial quotation of the SOR will render the bid liable for rejection.
3. Canopy include table and chair will be in bidder scope.