



RFQ No: HNGPL/COCO/POLE
& CANOPY LIGHT/24-25/01
Date: 11.09.2024

“TENDER FOR SUPPLY & INSTALLATION OF POLE
LIGHT & CANPOY LIGHT AT HNGPL COCO CNG
STATION, JATWARA DRS, AUTO CYCLE &
RATANDHAN FILLING STATION.”

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

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 supply, in complete accordance with the following details as mentioned in RFQ.

2.0 The brief details of the RFQ are as under:

A	SCOPE OF SUPPLY	Tender for supply & installation of pole light & canopy light at HNGPL COCO CNG station, Jatwara DRS, Auto cycle & Ratandhan filling station.”
B	RFQ NO. & DATE	HNGPL/COCO/POLE & CANOPY LIGHT/24-25/01 DATED 11.09.2024
C	TYPE OF BIDDING SYSTEM	SINGLE BID SINGLE ENVELOPE SYSTEM
D	Type of Tender	Limited Tender
E	TYPE OF RFQ	NON- SPLITTABLE
F	BID SECURITY/EARNEST MONEY DEPOSIT (EMD)	NOT APPLICABLE [Declaration must be submitted as Annexure-6]
G	Warranty/Guarantee	Applicable as per SCC.
G	SD/ CPBG	Applicable (SD/CPBG @ 10% of Total Order/ Contract Value within 30 days of FOA/ notification of award.) or Notification of award and deduction @10% of the RA bill subsequently from RA bills till the total amount of security deposit (including ISD and deducted amount) reaches 10% of Total Contract value.
H	BID SUBMISSION DUE DATE & TIME	DATE: 13.09.2024 TIME: UP TO 14:00 HRS
I	DATE & TIME OF PRICE BID OPENING	DATE: 27.09.2024 TIME: ON 15:00 HRS
J	CONTACT DETAILS	Name & Contact Details: 1. Shri. Harendra Kumar Gupta (+91-8004917722) 2. Mr. Swapnil Himanshu (+91-8878774419) Email: tenders@hngpl.co.in

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

3.0 EVALUATION METHODOLOGY:

- (i) Evaluation will be done on **Overall lowest quote (L1) basis** including quoted GST and Order will be placed on Overall Lowest evaluated (L1) acceptable bidder.
- (ii) Bidder should quote for all the items of SOR, however if the bidder has not quoted for all the items of SOR his bid will be rejected.
- (iii) The “Schedule of Rates” including GST shall be taken up for evaluation purpose.



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Note:

(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.

(iv) 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.”

(v) Purchase Preference applicable only on procurement of Goods and Services from Micro and Small Enterprises (MSEs) as Per Public Procurement Policy MSEs, 2012 as below.

Purchase preference to Micro and Small Enterprises (MSEs):

Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25 % (selected by Buyer) percentage of total quantity.

In case tendered item is non-split able or non- dividable, MSE quoting price within price band L1 (other than MSE) + 15%, may be awarded for full/

complete supply of total value subject to matching of L1 price.

Note:

(a) The MSME – Udyam Registration Certificate submitted by the bidder shall be duly certified by the Statutory Auditor of the bidder or a Chartered Accountant (not being an employee or a Director or not having any interest in the bidder’s company/firm) and notary public with legible stamp.

(b) If the bidder does not provide the above confirmation or appropriate document or any evidence, then it will be presumed that they do not qualify for any preference admissible in the Public Procurement Policy (PPP) 2012.

(c) The benefits of policy are not extended to the traders/dealers/ Distributors/Stockiest/Wholesalers.



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4.0 QUOTATION DOCUMENT:

The quotation must be submitted through a 'Letter of Submission of Quotation' in the manner indicated below, failing which the quotation is liable to be rejected. Incomplete or conditional quotation will be rejected.

For any clarification regarding any terms and conditions of the Quotation, bidders may contact to the Office of “Haridwar Natural Gas Private Limited”.

5.0 THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IN THE FINANCIAL BID

The Schedule of Rates (SOR) given Annexure-2 duly filled and signed & stamped by the bidders, shall be submitted.

All rates shall be quoted only in the proper form i.e. in the SOR (Annexure-2) **as per format**. Each page shall be signed in full by the bidder or his authorized signatory as described in paras above.

6.0 TERMS & CONDITIONS GOVERNING THE CONTRACT

- a) 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 finalizing 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.
- b) 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.
- c) 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.
- d) In-complete and ambiguous quotations will be rejected.
- e) The quotation will be rejected in case of any change in nomenclature of schedule in this SOR.
- f) 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.
- g) GCC – Annexure – 1
- h) SOW - Annexure - 2
- i) SCC- Annexure – 3 (SCC supersede the GCC)
- j) SOR - Annexure – 4
- k) BLACKLISTED DECLARATION - Annexure - 5
- l) BID SECURITY DECLARATION - Annexure - 6

1. 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



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in this matter.

- b. The quotation will be rejected in case of any change in nomenclature of schedule in this SOR.
- c. 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.
- d. Acceptance of quoted rates will be communicated as soon as possible.
- e. 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.
- f. **Canvassing in connection with quotation is strictly prohibited and the quotation submitted by the bidder who resorts to canvassing will be liable for rejection.**
- g. If the bidder deliberately gives wrong information or conceals any information/facts in his quotation, which shall be favorable 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.
- h. Copy of RFQ documents along with addendum/corrigendum (if to be issue in related to RFQ) duly signed and sealed on each page to be submitted at the time of bid submission. In token of confirmation that RFQ 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 RFQ documents.
- i. **Please note that Quotation should be in sealed envelope otherwise your quotation shall not be accepted.**

2. **Transit Insurance:** Transit Risk Insurance shall be arranged by HNGPL. The vendor will intimate dispatch particulars to purchaser through e-mail / fax at the time of dispatch of goods. The dispatch documents shall consist of Invoice, Challan, Packing List, GR/LR, inspection/Test Certificate and any other document(s) as mentioned in the P.O. Copies of dispatch documents should reach HNGPL well in advance failing which any demurrage/wharfage etc. incurred on account of late/ non-receipt of dispatch document/wrong dispatches of consignment will be recovered from supplier. In case of documents through Bank, it may be noted that the documents will be retired only if the dispatches are made as per the terms of the purchase order.

Company Name & Address: M/s Haridwar Natural Gas Pvt. Ltd.

Transit Camp, H. No. 129, New Haridwar Colony, Behind Matrichaya Medical Centre,
Ranipur Mode, Haridwar - 249401

- i) The authority may deduct necessary taxes from the payment to the suppliers as per existing laws.
- ii) The payment will be made through e-Payment system. As such the following information may please be provided along with invoice:
 - a) Name of the Bank and branch to which payment is to be credited.
 - b) IFSC code of branch for e-payment.
 - c) Account number allotted by branch to the supplier. OR Cancelled Cheque copy for account details.
 - d) GST certificate copy duly signed & stamped.
 - e) PAN Card copies duly signed & stamped.



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Bid Submission place –

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

This is not an Order/Contract.

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

(Chief Executive Officer)