



**INDRAPRASTHA GAS LIMITED
NEW DELHI**

Notice for Expression Of Interest (EOI) for Empanelment of Petroleum and Explosives Safety Organization (PESO) approved CNG Cylinder testing stations for hydro-testing of Type-1 CNG Cylinders Cascades to encourage new vendors.

**EOI Document No: IGL/EOI/CC17874
Dated : 09.02.2024**

Notice for Expression of Interest

1. Indraprastha Gas Limited (“IGL” or “Company”), having market capitalization of Rs 32,081 Crore (as on 01-Oct-2023), incorporated in 1998, is promoted by GAIL (India) Limited and Bharat Petroleum Corporation Limited (BPCL), each holding 22.5% equity share in the Company. The Govt. of NCT of Delhi also holds 5% equity in the company. The company is engaged in the business of City Gas Distribution (CGD) supplying Natural Gas to transport, domestic, commercial and industrial customers and has operations in NCT of Delhi, Uttar Pradesh (Noida, Gr. Noida, Ghaziabad, Kanpur, Hamirpur, Fatehpur, Meerut, Muzaffarnagar, Shamli, Banda, Chitrakoot, Mahoba), Rajasthan (Ajmer, Pali, Rajsamand) and Haryana (Gurugram(part), Faridabad(part), Rewari, Dharuhera, Bawal, Karnal and Kaithal). IGL is operating over 790 CNG stations and catering to 24+ lakhs domestic customers, 9200+ commercial and industrial customers.
2. In order to encourage new vendors, IGL invites Expression of Interest (EOI) from Petroleum and Explosives Safety Organization (PESO) approved CNG cylinder testing stations, located in Delhi & NCR region for hydro-stretch testing of Type-1 CNG cylinders cascades:

1.0	EOI document No.	EOI No: IGL/EOI/CC17874
2.0	Description	Invitation for Expression Of Interest (EOI) For Empanelment of PESO approved CNG Cylinder testing stations for hydro-testing of Type-1 CNG Cylinders Cascades for new Vendor Development
3.0	EOI Fee	NIL
4.0	EMD Amount	NIL
5.0	Mode of Submission	Online; (to be mailed at iglcngonm@igl.co.in)
6.0	Language of EOI Submission	English
7.0	Start Date for EOI Submission	09.02.2024
	End Date for EOI Submission	23.02.2024
8.0	EOI Validity	14 days from the date of hosting of EOI. If Suitable Responses are not received, the EOI and its content may be re-floated or validity extended for wider participation

3. Interested Parties are requested to submit their EOI documents complete in all respect and must be submitted in the prescribed manner on email id - iglcngonm@igl.co.in. In case size of file is greater than 25 MB, a google link to be created for the entire file/document/folder and shared on the above-mentioned email id only (with complete access rights).
4. In case of any query, may contact Mr. Harsh Kasana: +91-9871655744 or e-mail to harsh.kasana@igl.co.in.

NOTE:

*a) Applicants are advised to visit **www.iglonline.net (Expression of Interest section)** regularly for all updates w.r.t. this EOI. In case of any corrigendum, addendum or validity extension, the same shall be issued on the **www.iglonline.net** website only. No separate publication shall be done in newspapers/print media.*

b) All parties are requested to start the submission process of EOI at least 4-6 hours prior to the due date & time of EOI submission to avoid last minute rush.

Eligibility Criteria

Applications received against EOI will be evaluated against following criteria:

- A.** Applicant should have “CNG cylinder testing station” facility approved by Petroleum and Explosives Safety Organization (PESO) as on date of floating of EOI.
- B.** Applicant should have achieved a turnover of Rs. 13.53 Lakhs in any one of the preceding three financial years.
- C.** Applicant’s net worth should be positive in the immediate preceding financial year.
- D.** Applicant’s working capital should be at least Rs. 2.71 Lakhs for preceding financial year.
- E.** The vendors who were Techno-Commercially qualified (already developed bidders) against the IGL tenders or to whom trial orders have already been awarded for CNG Cascades Hydro-testing work in past 7 years from the date of floating of this EOI will not be eligible in this EOI.

Other Details

- 1. List of Documents to be submitted
- 2. Format of Application

List of Documents to be submitted

- 1. Application for expressing the interest.
- 2. Copy of PESO license of CNG Cylinder Testing facility
- 3. Audited Balance Sheet of preceding three financial years.
- 4. Dully filled forms of this document, along with other requisite documents asked in this EOI.

Note:

In case of EOI having EOI submission date up to 30th September of the relevant financial year, and audited financial results of the immediate preceding financial year is not available, the bidder can submit the audited financial results of the three years immediately prior to that. Wherever the closing date of the bid is after 30th September of the relevant financial year, bidder has to compulsorily submit the audited financial results for the immediate 3 preceding financial years.

Procedure for submission of EOI

All filled and complete documents shall be sent on mail id: iglcngonm@igl.co.in, mentioning subject **EOI for Testing of CNG Cascades**

Special Conditions of EOI

1. The bidders should not be serving any banning orders issued by IGL, any government ministry / MOPNG / Delhi Government / Promoter / any government (national, state or local), PSU, PSU-JV and/or other government entities debarring them from carrying on business dealings with them.
2. Tender documents are non-transferable and the bidder to whom the documents is issued, should submit the bid in his/ her own name.
3. The bids received after bid due time/ date shall be rejected.
4. Purchaser will not be responsible for cost incurred in preparation and delivery of bids.
5. IGL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.

6. ELIGIBILITY OF BIDDERS-

- a. Bidders shall as part of their bid, submit a written Power of Attorney authorizing the signatory of the bid to bind the bidder.
- b. Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consultancy services for the preparation of the design, specifications, and other documents to be used for carrying out similar works under this Invitation for Bids.
- c. The Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Purchaser.
- d. The Bidder should not be on holiday list/ blacklisted by any government (national, state or local governments), PSU, PSU-JV, government ministry and/or other government entities from quoting.

7. COST OF BIDDING

The bidder shall bear all costs incurred & associated with the preparation and submission of the bid, and Purchaser will in no case be responsible or liable for this cost, regardless of the conduct or outcome of the bidding process.

8. SINGLE POINT RESPONSIBILITIES

- a. The bidder shall submit bid on single point sole/prime bidder responsibility basis. No consortium/ joint bid shall be accepted. The status of all the other vendor(s)/collaborator(s), (if any), referred/identified by the bidder in their offer shall be that of bidder's sub-vendor / supplier/sub-service provider.

9. NON-TRANSFERABILITY OF THE BID DOCUMENTS

- a. Bid Documents are non-transferable. The party to whom the Bid documents are issued may only furnish the bid. The bid received from any party other than to whom the Bid documents are issued shall be rejected immaterial of fact of any relationship between party to whom Bid documents are issued and party, who furnished the bid.

10. SITE VISIT

- a. The bidder may visit and examine the site of works and its surroundings and obtain for himself on his own responsibility, all information that may be necessary for preparation of the bid and entering into contract. The cost of visiting the site shall be at bidder's own expenses.
- b. The bidder or any of its personnel or agents will be granted permission by the Purchaser to enter upon its premises and land for the purpose of such visits, but only upon the express condition that the bidder, its personnel, and agents will release and indemnify the Purchaser and its personnel and agents from and against all liabilities in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any loss, damage, costs, and expenses incurred as a result of the inspection.

11. AMENDMENT OF BID DOCUMENTS

- a. At any time prior to the bid due date, Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document, by issuing corrigendum.
- b. Any addendum /corrigendum/ clarifications to bidders query thus issued shall be part of the bidding documents and shall be hosted on the IGL's official website before bid due date. Bidders desirous to submit its bid have to take into consideration of all the addenda / corrigenda / clarifications to bidder's query hosted on the above websites before submitting the bid.
- c. Bidders are advised to visit IGL's websites from time to time to get updated information/ documents.
- d. In case of any inconsistency between an addendum and this tender document, the addendum shall prevail and in similar case between two or more addenda, the last issued addendum shall prevail.
- e. The Purchaser may, at its discretion, extend the bid due date in order to allow prospective bidders, a reasonable time to furnish their most competitive bid taking into account the addenda / corrigenda issued.

12. LANGUAGE OF BID

- a. The bid prepared by the bidder as well as all correspondence/ drawings and documents relating to the bid exchanged by bidder shall be written in English language, provided that any printed literature furnished by the bidder may be written in another language so long as accompanied by an English translation, in which case, for the purpose of interpretation of the bid, the English translation shall govern.
- b. In the event of submission of any document/ certificate by the bidder in a language other than English, the English translation of the same duly authenticated by Chamber of Commerce of bidder's country shall be submitted by the bidder along with the bid.

13. FORMAT AND SIGNING OF BID

- a. All copies of the bid uploaded shall be typed or written in indelible ink. Each page of bid offer shall be stamped and signed by the Bidder or a person or persons duly authorized by competent authority in order to bind the bidder to the contract.
- b. Any interlineations, erasures, or corrections shall be valid only if the person or persons signing the bid initial them. Overwriting will not be treated as correction and may lead to rejection of bid. A correction shall be considered if a part of text or figures or dates needing corrections are deleted and a separate text or figure or date, as the case may be, is written separately having proper link to the place of correction.

14. MODIFICATION AND WITHDRAWAL OF BIDS

- a. The bidder may modify or withdraw its bid after the bid submission, but, before the due date of submission as per provisions provided on the e-tendering portal. After the bid due date & time however, no modifications whatsoever are allowed in the bid.
- b. No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid form. In case of request in written by the authorized signatory for withdrawal of a bid during this interval, the Bidder's bid security shall be forfeited.

15. CLARIFICATION OF BIDS

All the bidders must ensure adequacy and sufficiency of their document while submitting bid in all respects. Bid shall include all documents confirming to the tender terms and conditions, Eligibility criteria and the tender specifications in toto failing which their bids are liable to be rejected.

16. CONTACTING THE PURCHASER

- a. From the time of the bid opening to the time of the award, if any bidder wishes to contact the Purchaser for any matter relating to the bid it should do so in writing.

- b. Any effort by a bidder to influence the Purchaser in any manner in respect of bid evaluation or award will result in the rejection of that bid.
- c. Each Bidder should notify Purchaser of any error, fault, omission, or discrepancy found in this tender document, at-least two (02) days prior to bid submission date, itself detailed out in this document earlier.

17. OTHER CONDITIONS RELATED TO BID EVALUATION

- a. Canvassing in any form will make the bid liable for rejection.
- b. Unsolicited clarifications to the offer and/or change in prices during its validity period would render the bid liable for outright rejection.
- c. Bidders are advised to ensure that their bids are complete in all respects and conform to our terms, conditions and Bid Evaluation Criteria of bid. Bids not complying with Owner's requirement may be rejected without seeking any clarifications.

18. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

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

19. CORRUPT AND FRAUDULENT PRACTICES

- a. The Purchaser requires that Bidders observe the highest standard of ethics during the execution of Contract. In pursuance of this policy, the Purchaser defines, for the purposes of this provision, the terms set forth below as follows:
 - i) "Corrupt Practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of public official in contract execution; and
 - a. ii) "Fraudulent Practice" means a misrepresentation of facts in order to influence the execution of a Contract to the detriment of the Purchaser, and includes collusive practise amongst bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;
 - b. Purchaser will reject a proposal for award, if it determines that the bidder recommended for award is engaged in corrupt or fraudulent practices in competing for the award in question;
 - c. Purchaser will declare a firm ineligible, either indefinitely or for a stated period of time, if at any time the Purchaser determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract.
 - d. The Bidder and their officers, employees, agents and advisers must not engage in any collusion, anti-competitive conduct or any other similar conduct with any other Bidder or any other person in relation to the preparation or lodging of responses.
 - e. Also the Bidder and their representatives must not directly or indirectly attempt to unduly influence the outcome of the tender process.

20. INCOME TAX LIABILITY

The bidder shall bear all Income Tax liability, both corporate as well as for his personnel.

21. SINGLE POINT RESPONSIBILITIES

- a. The bidder shall submit bid on single point sole / prime bidder responsibility basis. No consortium / joint bid shall be accepted.
- b. The status of all the other bidder(s) / collaborator(s), if any, referred / identified by the bidder in their offer shall be that of bidder's sub-bidder / Contractor / sub-service provider.

22. SETTLEMENTS OF DISPUTES

- a. Except as otherwise provided in the Contract where decision of Engineer-in-Charge is final and binding on the contractor, in the event of any claims, disputes or differences arising out of or in

connection with this Agreement, the same shall be settled through Arbitration as provided hereunder. The disputing Party shall serve a written notice of dispute to the other Party within fifteen (15) days of arising of such claim, dispute or difference.

- b. Pursuant to such notice, the Parties hereto shall promptly and in good faith attempt to resolve such claim or dispute or difference through discussions and negotiations with a view to bring out an amicable resolution and settlement.
- c. If the said claim or dispute or difference is not resolved through discussions and negotiations within thirty (30) days from the written notice of dispute, then either Party may give notice in writing to the other Party of its intention to commence arbitration proceedings, as hereinafter provided, as to the matter in dispute, difference or claim, and no arbitration proceedings in respect of this matter shall commence unless such written notice of arbitration is served upon the other Party.
- d. The Arbitral Tribunal shall comprise of a one (1) Arbitrator. The Arbitrator shall be nominated by Supplier / Contractor / Service Provider from a list provided by IGL of three (3) persons from its panel of arbitrators. Depending on the nature of the claim or dispute, the list of persons from IGL shall comprise of persons with the requisite technical expertise and relevant experience.
- e. Supplier / Contractor / Service Provider waives any and all of its objections to the said persons being former employees of IGL or of any other public sector entity or with regard to such persons holding shares in the Company.
- f. If Supplier / Contractor / Service Provider fails to nominate the Sole Arbitrator within a period of fifteen (15) days from receipt of such list of persons by IGL, then it shall be construed to be a waiver in respect of the said persons on part of Supplier / Contractor / Service Provider and IGL shall be free to nominate one (1) of the persons from the said list to be the Sole Arbitrator.
- g. The arbitration proceedings shall be held in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996, as amended from time to time. The seat of the arbitration proceedings shall be in Delhi and shall be conducted in English Language. The decision of such arbitration proceedings shall be binding and conclusive upon the Parties.
- h. The fees of the Arbitral Tribunal shall be determined as per 4th Schedule of the Arbitration and Conciliation Act, 1996, as amended from time to time, and the Parties to the arbitration proceedings shall equally share the costs and expenses of any such arbitration proceedings.
- i. Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under the Agreement unless they otherwise mutually agree in writing.

23. WHISTLE- BLOWER POLICY

Indraprastha Gas Limited (IGL) has implemented whistle-blower policy as part of the vigil mechanism to comply with the regulatory requirements laid down by SEBI (LODR) Regulations, 2015. With the implementation of vigil mechanism, the company provides a platform to its vendors and suppliers to come forward and raise their genuine concerns without any fear of retaliation and victimization. The policy is designed to deal with concerns raised in relation to the specific issues which are not in the interest of the company. The company has appointed an independent third party service provider to manage the operations of whistle-blower hotline.

Detailed Policy is available on IGL website: www.iglonline.net.

24. ONE BID PER BIDDER

- A. Each bidder shall submit only one bid in the same bidding process either by himself or as a member of consortium/joint venture, (wherever consortium or joint venture is allowed). A bidder who submits or participates in more than one bid in the same bidding process will cause all the proposals in which the bidder has participated to be disqualified.
- B. "More than one bid" means bid(s) by bidder(s) having any of the Proprietor / Partner / Limited Liability Partner in any other bidder(s). Further, more than one bids shall also include two or more

bidders having common power of attorney holder. Failure to comply with this clause during tendering process will disqualify all such bidders from process of evaluation of Bids.

- C. Bidder is required to submit bid through his own (unique) Email ids otherwise the bid is liable for rejection. i.e. Bidder is allowed to quote only one bid from one email id.
- D. Alternative Bids shall not be considered.
- E. The provisions mentioned above at sub-clause point-a & point-b shall not be applicable wherein Bidders are quoting for different Items / Sections / Parts / Groups / SOR items of the same tender, which specifies evaluation on Items / Sections / Parts / Groups / SOR items basis.

25. LATE BIDS

Any bid received by the vendor after the deadline for submission of bids prescribed by the Owner/ Consultant will be rejected.

Deadline for submission of Bids is 23rd Feb, 2024 till 14:30 hrs.

Scope of work

This scope of work is for activities involved in hydro stretch testing of CNG cascades as per the Gas Cylinder Rules 2016 and subsequent amendments.

Workshops approved by Petroleum and Explosives Safety Organization (PESO) as “CNG cylinder testing stations” can only test cascades. The vendor shall have valid authorization from Petroleum and Explosives Safety Organization for CNG cylinder retesting. The authorization should be valid throughout the tenure of the contract.

Detailed scope of work with other requirements as follows:

1. The vendor should have two ITI qualified technicians for the job, who should be trained by Parker / Swagelok (certificate course) or other reputed manufacture of SS fittings.
2. The vendor shall arrange for removal of CNG cascade from station/location of its installation.
3. Removal of cascade from station tubing network requires few tubing modifications. Vendor will carry out tubing modifications under the supervision of IGL Engineer. The cascades are installed in CNG stations at different locations as per the station lay out. The vendor shall remove these cascades from the stations identified by IGL. The necessary services required for lifting & installation viz crane, rigger gang etc will be in vendor’s scope. The vendor shall arrange necessary permissions from traffic authorities for the purpose.
4. The hydra/crane/vehicle driver shall possess the valid statutory license.
5. Safety latch shall be available in crane hook. Crane shall have valid testing certificate of D-shackles & slings. Crane shall have wooden wheel stoppers(4 no’s)
6. In case of locations where removal of cascade by crane is not possible or arrangement of suitable crane is difficult, IGL may allow for removal of certain structure & civil work on case-to-case basis. In such cases removal & replacement of all civil and structure work to its original condition will be in vendor’s scope. All material, work force and other resources required for such work will be in vendor’s scope. IGL will not make any arrangement in this regard. Delay in completion of work will lead to penalty as per the relevant clause.
7. The vendor shall carry out lifting and installation in daytime as per IGL schedule .IGL normally allows work on Saturday and Sunday. However, this will not deter IGL in requesting work in silent hours and in weekdays. The completion of work should be in accordance with IGL. All safety precautions & standards as prescribed by IGL are to be followed by members of vendor team at the time of execution. This includes taking of necessary permits from respective IGL Control Room, its resubmission after completion of work and using personal protective equipment. All the safety precautions/procedures as mentioned in Contractors Safety Manual (available on www.iglonline.net > Safety > Contractor Safety Manual) shall be followed.
8. The cascades are installed with top roof and other accessories, removal of these from cascade and their reinstalling after cascade testing is in vendor’s scope. Reinstallation of roof on other cascade may require modification for proper fitment. Moreover, cascade fitment of one station in other station may require modification of tubing & roof etc. It is the responsibility of vendor to arrange for necessary modification work for proper fitment of cascade. IGL will not provide any help of man, tools & material. The vendor is advised to bring roof along with cascade for testing in its workshop and after testing may shift combination to other station. On any case, proper fitment of cascade & roof on cascade is the responsibility of vendor. Vendor shall follow IGL safety procedure for any roof modification/ fabrication. Damage of items during work will require their replacement by vendor on free of cost basis.

9. Some of the cascades installed on 2nd floor are fitted with DCP flooding system. Removal of DCP flooding system is in IGL's scope.
10. The transportation of cascade with accessories from IGL station to vendor's workplace is in vendor's scope except for mobile cascades, where IGL will deliver LCV along with cascade at jointly agreed location in Delhi. Removal of expired cascade from LCV and reinstallation of tested cascade on LCV is in vendor's scope.
11. The vendor shall carry out cascade hydro-stretch testing, as per the Gas Cylinder Rules 2016 and subsequent amendments. Hydro-stretch testing job has to be completed as per **IS 8451:2009 (Water Jacket Method)** with future amendments.
12. The vendor shall carry out ultrasonic testing of cylinders as per IS 8451: 2009 amendment no 1st May 2013.
13. The vendor must have all the required instruments, i.e. high pressure pump, drying unit, ultrasonic thickness measuring instruments, boroscopic camera, oxygen analyzer, rolling machine for internal and external cleaning, automated shot blasting machine & other required instruments to carry out the jobs.
14. The normal operating pressure of CNG cylinders is 255 kgf/cm² and testing is 435 kgf/cm². The vendor shall check same from cylinder and carry out testing accordingly.
15. During hydro stretch testing, each cylinder will be fitted with new fusible plug assembly. Replacement of complete fusible plug assembly (IGL approved) will be in vendor's scope. IGL approved vendors for supply of fusible plug assembly are Vanaz Engineering, Batra Associate Limited & Tekno Valves.
16. The vendor shall dispose the old fusible plug assemblies on his own.
17. The vendor shall repair cascade frame as per the requirement. Payment for the repair work will be made as per the SOR. The cascade repair will include repair / replacement of structure.
18. The vendor must have trained work force to do the double ferrule SS connections, joints etc. The training has to be imparted by M/s Swagelok or M/s Parker Hannifin, Mumbai. List of such persons along with copies of training certificates to be submitted in IGL.
19. The vendor shall paint the cylinders, cascade frame (structure) and cascade roof after surface preparation of cylinders by shot blasting and priming as per the industry practice. The paint done on cylinder and structure should be of epoxy type and fit for 3 years period. Any defect in painting will be repaired by vendor on free of cost basis else will lead to penalty. Any cost associated with rework of painting viz transportation, dismantling & assembling of cascade, etc. will be in vendor's scope and IGL will not pay any amount against this. The vendor shall have to complete re-painting work within 21 days from first information, else penalty as per above clause may be levied.
20. The vendor shall reassemble cascade (CNG Cylinders, PRDs, Valves, SS Tubing, Frame, Manifold etc.) as per the original configuration of the cylinders. The vendor shall replace the cascade packing for ensuring no metal to metal contact between cylinder and cascade structure. The vendor shall use spring washers with double nut for clamping of cylinder on structure.
21. Removal of earth strip at the time of cascade lifting and refitting of the same will be in vendor's scope. Any modification (making hole in frame) required at the time of installation of cascade will be in vendor's scope.
22. IGL appointed Third Party Inspection Agency will inspect the cascade at the time of testing and assembly. Based on the observations, may ask for replacement of defective parts including tubing, fittings, 2 way valves, 3 way valves, pressure gauge & PRDs etc. These items will be provided by IGL and defective parts identified by IGL will be replaced by vendor with its manpower, tools-tackles under the supervision of IGL Engineer. Defective parts will be the property of IGL. Parts damaged due to wrong practices or poor workmanship of vendor's team will be replaced by vendor on free of cost basis.
23. The vendor shall transport the stationary cascade back to the CNG station as advised by IGL Engineer. IGL may advise for installation of stationary cascade at some other station depending on its requirement. The vendor shall have no objection in its installation at other station as per the IGL instructions. The reinstallation work shall have to be necessarily carried out in daytime. Required services viz tempo, crane, rigger etc will be in vendor's scope.

24. The vendor shall ensure proper anchoring of the cascade on the base. The vendor shall also carry out necessary tubing to connect the cascade with station.
25. After connection of the tubing, performance / leak testing of the cascades is to be carried out at full pressure for 4 Hrs, by the Vendor's personnel in presence of IGL Engineer / Technician
26. Any repairing / replacement required at the time of leak testing, have to be carried out by the vendor, free of cost.
27. Testing Certificates, as per Gas Cylinder Rules 2016, for each cylinder shall be submitted within 7 days of testing & erection. The certificates shall be given in one set as original & one set in PDF format.
28. The vendor shall test cascade tubing with air pressure for leakage in its workshop.
29. The vendor to ensure strict adherence of IGL schedule for cascade lifting from station, cascade testing , cascade unloading at station, cascade testing at station, defect repair etc. Maximum 21 days' time will be allowed for testing and re-installation of a particular cascade. Deviation in date of lifting of cascade from schedule will be treated as defect in service and penalty will be levied on the vendor.
30. All the cascades of IGL are to be tested as per the statutory requirement and any selective testing of cascade will not be accepted and will lead to penalty.
31. Cascade requiring shifting, installation and commissioning for reasons other than cascade hydro stretch-testing are also covered in scope of contract. A separate item for loading, unloading, transportation & commissioning of cascade is mentioned in SOR and will be applicable for such shifting work.

Other Terms & Conditions:

1. The vendor shall ensure strict adherence of all safety rules and regulations of IGL.
2. The vendor must have valid authorization for testing of CNG cylinders from Chief Controller of Explosives. A copy of the valid authorization has to be submitted along with the offer. The authorization should be valid throughout the tenure of the contract.
3. The vendor shall inform IGL within 24hrs, if PESO issues any objection on the certification for hydro-testing. .
4. IGL reserves the right to check the certificate at any time during the contract period.
5. IGL Engineers will inspect testing at vendor's site on regular basis. IGL may ask for dispatch of cascade after verification of IGL engineer.
6. Appropriate marking showing date of testing shall be provided on each cylinder, as per Gas Cylinder Rules, 2016.
7. The vendor shall fix a plate on cascade with all necessary details including testing date, due date, testing agency, cascade manufacturing year, cylinder serial numbers included etc. The information plate shall be approved by IGL prior to fixing.
8. The vendor shall submit certificate as per statutory guidelines and IGL instructions in hard and in soft format as PDF file.
9. The vendor shall have a valid email id for day to day communication.
10. The vendor is required to carry out all services as mentioned in the Scope of Work and Schedule of Rates on all the 365 days including Sundays and all Holidays.
11. In some cases vendor may require to take entry passes from third party like Airport entry pass for the CNG station inside the Airport premise. Required fee for entry passes for crane, vehicle and workers will be bear by the vendor.
12. The vendor shall allow weekly rest to his workmen and daily working hours will be fixed as per the relevant Act/Law/and Rule made there under. However, no work shall be left incomplete/unattended on any

holiday/weekly rest. The vendor or his authorized representative shall interact with Engineer-in-charge on regular basis.

13. The vendor shall provide all statutory /legal facilities to its workmen/employee as per the relevant Act/Law/and Rule including applicable rules and laws of the state.
14. The vendor agrees to indemnify IGL directly or indirectly any loss or injury caused to IGL employee/agent/customer/public due to careless, negligent, inexperienced act or default of the vendor, his/her agents, representatives or employees. IGL shall be the sole judge as regards the quantum of loss or damage and it shall be entitled to deduct from the amounts payable hereunder to the vendor, the cost of repairs or the amount of loss or damages.
15. Regarding work completion, the decision of the Engineer-in-Charge will be final and binding.
16. All personnel of the vendor entering on work premises shall be properly and neatly dressed and shall wear cotton uniform, safety shoes, badges, (identity card) while working on premises of the company including work sites.
17. The vendor will strictly adhere to all the safety rules and regulations prevailing and applicable from time to time at the installations as directed by IGL.
18. The rates quoted /agreed by the vendor are inclusive of all the taxes, duties.
19. Vendor has to consider, within this scope any additional test or requirements, arising out of any revision in statutory notification related to Gas Cylinder Rules.
20. Quantities of cascade as per SOR are tentative and may change as per actual requirement. IGL does not guarantee for quantity of work awarded.
21. **Testing of Stationary Cascades:** Scope of work includes activities not limiting to, removal of cascade, roof & accessories from cascade, storing top roof at suitable location, modification of tubing for making station operational, removal of cascade by suitable size crane, transportation of cascade to testing workshop, unloading of cascade at work shop, dismantling of cascade, hydro stretch testing of cylinders, ultrasonic testing of cylinders, painting of cylinders, cascade structure & roof, assembly of cylinders , transportation of cascade to scheduled CNG station, installation it by crane at station, bolting with frame, connection of earth wire, commissioning & testing at full pressure etc. The job also involves taking permits and submission of permit at control room and submission of test certificates in hard copy and PDF file in IGL. The unit of measurement for service is in numbers. Unit service for a particular configuration cascade involves all above-mentioned activities.
22. **Testing of Mobile Cascades Mounted on LCV/MGV:** IGL will deliver these cascades at a jointly agreed location in Delhi. The scope of work includes activities not limiting to, transportation of cascade to testing workshop from jointly agreed location, unloading of cascade at work shop, dismantling of cascade, hydro stretch testing of cylinders, ultrasonic testing of cylinders, painting of cylinders and cascade structure, assembly of cylinders, transportation of cascade to jointly agreed location and submission of test certificates in hard copy and PDF file in IGL. The unit of measurement for service is in numbers. Unit service for a particular configuration cascade involves all above-mentioned activities.
23. **Replacement of Cascade Frame Structure Member & Repair of Cascade Frame:** Scope of work do not cover cascade shifting from IGL to vendor work shop and vice versa as cascade repair is required along with cascade testing. Replacement of cascade frame structure member covers providing and replacement of new structure. Damaged structure will be the property of IGL. Unit of measurement is in Kg and is equivalent to weight of structure provided & replaced by vendor.

The cascade structure after repair/replacement shall be good for installation. Judgment of Engineer In charge will be final and binding to vendor. Vendor may claim one or both these items depending on job involved.
24. **Loading, Unloading & Transportation of Cascade from CNG Stations/Store to another CNG Station/Store:** Scope of work includes for replacement of cascade between two locations. The SOR line item covers

activities not limited to removal of cascade from one station; it's shifting, installation and commissioning at other required location.

25. IGL will provide cascade testing schedule 15 days in advance. Fine-tuning of schedule, if required will be made in last week of testing.
26. Vendor should have live CCTV streaming arrangement for entire hydro-testing process for monitoring by IGL Engineers. Any break in the live stream during the working hours or bypassing of any of the test-stages may render the contractor liable for penal action including cancellation of the contract.
27. The end plugs/caps of Swagelok/Parker to isolate the gas line after lifting of cascades for hydro-testing will be installed by the vendor.
28. The leak test of the cascade gas lines to be conducted in presence of Third Party Inspector with compressed air at a pressure of 200 bar at the testing facility.

COMPLIANCE CLAUSE: Vendor undertakes to comply with all laws/rules/regulations applicable to his business and on enquiry of the same shall furnish information/documents to IGL within 7 days for such enquiry with IGL.

Termination Clause:

Termination on performance: -

- i. Undue & unreasonable delay in work completion.
- ii. Failure in Compliance of any law/rules/regulation/statutory compliances applicable to his business
- iii. Unsafe practice
- iv. Poor workmanship/short-cuts in executing the work.

PENALTY:

- a. Vendor shall complete testing work within 21 days from the date of lifting. Delay in cascade lifting beyond 7 days from schedule and completion of testing beyond 21 days will incur a penalty of Rs.500 per day per cascade.
- b. Any CCTV live streaming failure for more than 5hrs: Penalty of Rs 500/instance. However, for more than 2 instances during a particular cascade hydro-testing: Penalty of Rs 2000 in total will be imposed. If vendor is not able to provide CCTV live streaming for the whole hydro-testing process for a particular cascade: Penalty of 10% of cascade hydro-testing charges will be imposed.
- c. Penalty up to 50% of testing charges may be levied in case of poor workmanship related to lifting, testing, painting and re-installation Judgment of Engineer In charge on quality of work will be final and binding to vendor. The vendor shall have to arrange for rectification of defect at no additional cost. The vendor shall have to complete defect repair work within 21 days from first information. The maximum ceiling of penalty will be 10% of the total order value.
- d. Penalty of 100% of testing charges will be levied in case any cylinder(s) of the cascade got replaced with other cylinder(s) during hydro-testing. It will be the responsibility of the vendor to ensure that cascades to be re-installed after hydro-testing with originally supplied cylinders.

FORMAT OF APPLICATION
(ON COMPANY LETTERHEAD)

To,

Head (Marketing)
Indraprastha gas Limited
IGL Bhawan, Plot No. 4,
Community Centre, RK Puram Sector-9,
NEW DELHI-110022
Phone No.; (+91) 11-46074607

Subject: Expression Of Interest for Periodic Inspection and Testing of CNG Cylinders Cascades.

We, M/s. _____, here by express our interest for periodic inspection and testing of CNG cylinders cascades against EOI floated by Indraprastha Gas Limited dated_____. I/We have CNG cylinders testing facility approved by Petroleum and Explosives Safety Organization (PESO) having license no. _____ issued on _dd/mm/yyyy_.

We hereby confirm that we have read the details of EOI available on your website and enclosing the following documents in line with your requirement:

1. Copy of PESO license of CNG Cylinder Testing facility
2. Audited Balance sheet of preceding three financial years.

Sign and Stamp of Authorized Signatory of the Company

Name: Mr. /Ms. _____

Designation: _____

E-mail id: _____

Contact Number: _____

Form 1
BIDDER'S GENERAL INFORMATION
(Information must be provided on bidder's letterhead)

To

1-1 Bidder Name: _____

1-2 Number of Years in Operation: _____

1-3 Address of Registered Office: _____

City _____ District _____

State _____ PIN _____

1-4 Operation Address
(If different from above): _____

City _____ District _____

State _____ PIN _____

1-5 Telephone Number: _____
(Area Code) (Telephone Number)

1-6 Mobile Number, if any _____

1-7 E-mail address: _____

1-8 Website: _____

1-9 Letter Number: _____
(Area Code) (Telephone Number)

1-10 ISO Certification, if any {If yes, please furnish details} _____

1-11 Bank's Name : _____

1-12 Bank's Branch : _____

1-13 Branch Code : _____

1-14 Bank account number : _____

1-15 IFSC Code: _____

1-16 MICR Code: _____

1-17 Type of Firm: Proprietary/ Partnership/ PVT/Public Ltd : _____

1-18 If others please specify _____

1-19 **Details of Directors/ Proprietors/ Partners** _____

(Kindly attach separate sheets giving details for name of directors / proprietors and their stakes) along with the supporting documents.

1-20 PAN No.: _____

1-21 EPF No.: _____

1-22 GST Registration no.
(If registered) _____

1-23 If unregistered (Reason)

- a) Turnover threshold
- b) Providing exemption goods/services
- c) Others (specify)

1-24 MSME category, if applicable

- a. Type of Enterprises.....
- b. Social Category of Enterprises.....
- c. Gender (Male/Female/Transgender/NA.....)

(SIGNATURE OF BIDDER WITH SEAL)

Note:

- 1 The above required information is required on the bidder's letterhead.
- 2 Bidders have to submit supporting documents for the above details including the following:
 - a. PAN card copy
 - b. GST certificate copy (of the same state as the office address mentioned above).
 - c. Cancelled cheque of the bank account mentioned above

Form 2

CERTIFICATE FROM STATUTORY AUDITOR FOR DETAILS OF SIMILAR WORK/ SERVICES DONE DURING PAST 5 YEARS

(Applicable in all cases where bidder's accounts are audited by Statutory Auditor/ Chartered Engineer)

Sr. no.	Description of the goods/ works/ services	LOA/ PO/ WO no. & date	Full proposal, address & phone nos. of client Name, designation & address of engineer/officer-in-charge(for cases other than purchase)	Value of Contract / Order (Specify Currency amount)	Date of Commencement of work/ services or supply of goods	Scheduled completion time(mon ths) delivery schedule	Date of actual completion/ supply	Reasons for delay in execution, if any	Project cost
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Place:

[Sign. Of authorized signatory of bidder]

Date:

Name:

Designation:

Instructions:

1. Copies of letter of awards/ order/ work orders and completion certificate (in case of works/services) or IRN/ Proof of delivery (in case of supplies, if applicable) to be enclosed.

Note: Completion certificate shall clearly mention the LOA/ PO/ WO no. along with the actual total executed value and date.

The contract / order copy must clearly specify the Scope of Work along with Technical Specifications executed (which should be as per IGL's current requirement)

2. The supply/ work/ services completed earlier than 5 years shall not be indicated here.
3. The list of supply/ work/ services not of similar nature shall not be indicated here. Failing to comply aforementioned instructions may lead to rejection of bid.
4. Bidders are expected to provide details in respect of each order in this Annexure. The orders cited must comply with the bid evaluation criteria specified in Tender Document. Details provided in this section is intended to serve as a backup for information provided in Offer/ Quotation. Bidder should also refer to the instructions below.
5. A separate sheet should be filled for each LOA/ work order/ purchase order.
6. Certificate from the bidder's statutory auditors must be furnished in the format below for LOA/ Work Order/ Purchase Order mentioned above (separately for each orders)

It may be noted that in the absence above certificates, the details would be considered inadequate and could lead to the bid being considered ineligible for further evaluation.

Form 3
CERTIFICATE FROM THE STATUTORY AUDITOR/ chartered engineer REGARDING SUPPLY OF
GOODS/WORKS/SERVICES

Based on its books of accounts and other published information authenticated by it, {this is to certify that LOA/ PO/ WO no.dated.....was awarded to (Name of the bidder) by..... (Name of the client) to execute..... (Name of the supply/ work/ service). The Supply/ works/ services commenced on (Date) was/ is likely to be completed on (Date, if any). It is certified that the total value of contract/order executed by..... (Name of bidder) was (Specify currency & amount) and executed value was (Specify currency & amount).

Name of Audit Firm:

Chartered Accountant:

Name:

Designation:

Seal:

Membership no.

[Signature of authorized signatory]

Date:

Form 4
CERTIFICATE FOR FINANCIAL CAPABILITY OF THE BIDDER
FORMAT FOR STATUTORY AUDITOR'S/ CHARTERED ACCOUNTANT
(For Supply of Goods/Works/Services)

We have verified the Annual Accounts and other relevant records of M/s. _____ (Name of bidder) and certify the following:

ANNUAL TURNOVER OF LAST 3 YEARS:

Year	Amount (Currency)
Year1: FY 2020-21	
Year2: FY 2021-22	
Year3: FY 2022-23	

FINANCIAL DATA FOR LAST AUDITED FINANCIAL YEAR:

Description	FY 2022-23
	Amount (Currency)
1. Current Assets	
2. Current liabilities	
3. Working capital (Current assets - Current liabilities)	
4. Net worth (Paid up share capital and free reserves & surplus)	

Name of Audit Firm:

[Signature of Authorized signatory]

Chartered Accountant

Name:

Date:

Designation: Seal:

Membership no.

I

Instructions:

1. The financial year would be the same as one normally followed by the bidder for its Annual Report.

2. The bidder shall provide the audited annual financial statements as required for this Tender Document. Failure to do so would result in the personal being considered as non-responsive.
3. For the purpose of this Tender document
 - (i) Annual Turnover shall be "Sale value/ Operating Income"
 - (ii) Working capital shall be "Current Assets less Current Liabilities" and
 - (iii) Net Worth shall be "Paid up share capital and Free reserves & Surplus"
4. *Bidders whose accounts are not audited by auditors as per Law/ jurisdiction, certification from a Chartered Accountant to be submitted.

(SIGNATURE OF BIDDER WITH SEAL)

**Form 5
DECLARATION**

(On Bidder's letter head)

Indraprastha Gas Limited,
IGL Bhawan, 4 Community Centre,
Sector – IX, R.K.Puram,
New Delhi – 110022

We confirm that we are not under any liquidation, court receivership or similar proceedings.

We also confirm that we have not been banned or delisted by any government (national, state or local governments), PSU, PSU-JV, government ministry and/ or other government entities from quoting.

SEAL AND SIGNATURE OF BIDDER

Form 6
DECLARATION OF TENDER DOCUMENT PURCHASED / DOWNLOADED
(On Bidder's letter head)

No.

Date:

Indraprastha Gas Limited,
IGL Bhawan, 4 Community Centre,
Sector – IX, R. K. Puram,
New Delhi – 110022

Sub: Bid Document for

Sir,

We hereby confirm that we have read each page of the subject tender document along with Corrigendum & Reply to bidder's queries thoroughly and understood the complete Scope of Work and other terms & conditions. We hereby also confirm that tender terms & conditions are acceptable to us and any deviation other than mentioned in deviation form is not to be taken into account. Also, no alterations have been made to the original tender document as provided by IGL.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

**Form-7
PRO FORMA FOR LETTER OF AUTHORITY**

No.

Date:

Indraprastha Gas Limited,
IGL Bhawan, 4 Community Centre,
Sector – IX, R.K.Puram,
New Delhi – 110022

Sub: Bidding Document for

Sir,

We _____ hereby authorize following representative(s) to attend the Techno-commercial Bid opening and Priced Bid opening against above Bidding Document:

1. Name & Designation _____ Signature _____

2. Name & Designation _____ Signature _____

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

Yours faithfully,

Signature

Name & Designation

For and on behalf of

Note: This letter of authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.

SEAL OF THE COMPANY

Form-8

DETAILS OF LITIGATION (ON BIDDER'S LETTER HEAD)

Bidder shall furnish details of litigation cases of the bidder during the last 5 years, if any, in this Form.

SEAL OF THE COMPANY