

REQUEST FOR QUOTATION

Date:

To,

Kind. Attn.:

Dear Sir/Madam,

Sabarmati Gas Ltd (SGL) is a Joint Venture Company of Gujarat State Petroleum Corporation Ltd. (GSPC) and Bharat Petroleum Corporation Ltd. (BPCL). SGL is setting up the infrastructure for distribution and marketing of Natural Gas, Compressed Natural Gas (CNG) and Piped Natural Gas (PNG) in Gandhinagar, Mehsana, Aravali, Patan and Sabarkantha district.

We intend to hire service for scanning and uploading of documents at our various locations in Gandhinagar, Mehsana, Aravali, Patan and Sabarkantha districts. You are requested to submit your quotation (Item rate as per Annexure-I) for the same at earliest with following terms & conditions;

- 1) **The salient features of the bid are stated below:**
SCOPE OF WORK - SCANNING AND UPLOADING OF DOCUMENTS IN SAP/DOCUMENT MANAGEMENT PORTAL
 - I. **TYPE OF BID** – Limited Bidding
 - II. **BID DOCUMENT NO** - SGL:TEND:40:2017-18, DTD-14.11.2017, DUE ON-28.11.2017
 - III. **ARC-PERIOD** – The period of ARC shall be 02 (TWO) Years from the date of LOI / WO or intimation from SGL. But the validity of rates shall be up to 03 (THREE) years



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from the date of award of work. New work order may be issued at sole discretion of OWNER, subject to satisfactory performance.

The effective date of order will be the date of the first notification of award.

Note: Total Completion period for above referred job shall not be more than 15 weeks for each year from the date of separate call out orders.

IV. BID VALIDITY –

Bid shall be valid for six (6) months from the due date of bid submission.

Owner may reject a bid valid for a shorter period being non-responsive.

In exceptional circumstances, prior to expiry of the original bid validity period, the Owner may request the Bidder to extend the period of bid validity for a specified additional period. The requests and the responses thereto shall be made in writing (by fax / post/ E-mail).

A Bidder can refuse the request without forfeiture of his bid security. A Bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of its bid security for the period of the extension and in accordance with ITB in all respects..

- V. PRE BID MEETING – 20.11.2017** at SGL office from 11 AM; Bidder will submit the queries before the pre bid meeting (by 12.09.2017) .The queries received after pre bid meeting shall not be entertained by SGL.

**VI. BID OPENING DUE DATE –
28.11.2017 at 14:00 Hrs, at**

SABARMATI GAS LIMITED,
Plot no – 907, Sector - 21,
Gandhinagar-382021, Gujarat
Phone No: 079-66737600, Fax: 079-23243467

VII. EARNEST MONEY DEPOSIT

Bidder has to submit the EMD worth Rs 25,000/- (format of EMD in form of BG is attached)

The Small, Cottage and tiny industrial units of the state having registration numbers from Central Stores & Purchase Organization/National Small Industries Corporation/Director General of Supplies disposals are exempted from furnishing bid security / Earnest money deposit provided they are registered for the quoted items up to the monetary limit they intend to quote and subject to their enclosing with their bid a copy of the latest and current Registration Certificate. Even the Public Sector Undertaking and firms registered under National Small Industries Corporation (NSIC) and Directorate General of Supplies & Disposals (DGS&D), are eligible for

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exemption Note: Original bid securities should be enclosed separately in a sealed cover and submitted along with the bid.

VIII. PERFORMANCE BANK GUARANTEE

The performance security shall be submitted towards faithful performance of the contractual obligations and performance of equipment. The performance security shall be in the form of a bank guarantee from a Nationalized Indian Bank or from any scheduled commercial bank of repute. The said bank guarantee shall be in the same monetary currency as that of the Contract. Successful BIDDER has to submit the renewable PBG (10% of call out order quantity) as a security deposit.

IX. Defect Liability:

Service Provider shall provide guarantees of free of cost re-scanning and uploading in case of scanned documents is not readable at no extra cost to owner. Defect liability period (i.e. 12 months from the date of completion) + 90 days claim period

X. Payment Term:

Vendor has to submit invoice in duplicate, after execution of work to the Engineer-in-charge and 100% payment shall be made after certification of invoice by Engineer-in-charge within a period of one month from the date of receipt of undisputed invoice with verified measurement of work

This including all the expenses such as computer, scanner, required software, two persons, Mobilization/Demobilization, etc incurred for the same as end cost basis.

The scanning price per page stated in above shall remain firm and will not be subject to any variation till completion of work under this work order except for statutory variation in taxes and duties.

Vendor should raise invoice clearly mentioning the GST No, address, SAC No. , Applicable Tax.

Vendor shall not be entitled for any over time Charges including Mobilization Charge

XI Penalty

In case vendor is unable to mobilize machine at given location or unable to provide required manpower for executing the job. A penalty would be applicable of Rs 100/- per day after a written intimation to vendor about the delay.

General

- Owner invites you to submit your bid in complete accordance with Bid Documents. The bidder(s) is expected to examine all instruction, forms, terms and specification in the bidding document.

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- Bidder shall furnish necessary documentary evidence to establish his ability in meeting the requirements of the bid documents. In the absence of requisite documents, SGL reserves the right to reject the bid.
- Owner reserves the right to increase or decrease the scope of work of bidders before or after award of work.
- This Invitation for Bids (IFB) is an integral and inseparable part of the enclosed bid document. Bid document is non-transferable.
- Bids complete in all respects should reach Owner on or before the Bid Due and Time.
- The bid received after bid due time/date shall be rejected.
- Bids received from bidders in whose name bid document has been issued shall only be considered.
- Bids complete in all respects should reach on or before the Bid Due and Time.
- Bids received through Fax/E-mail shall not be accepted.
- The Bid documents calls for offers on single point "Sole Bidder" responsibility basis.
- Order will be placed on the "sole Bidder" alone (in whose name the bid document has been issued) who will be responsible for all contractual purposes.
- Further the bidders are advised to ensure that their offer is on single bidder responsibility basis and in total compliance to scope of work/supply of items and other specifications, term and conditions as specified in Bid Document.
- The bid should be prepared by the "Sole Bidder" and should be sent to SGL. SGL reserves the right to reject offers made by intermediaries / representatives.
- Duly filled in Agreed Terms and Conditions must be submitted along with Technical Bid. Bidder's authorized signatory should sign and stamp on each page and the duly signed and stamped Bid Document should be submitted in ORIGINAL.
- Owner will not be responsible for cost incurred in preparation and delivery of bids.
- No Technical/Commercial queries shall be accepted after pre bid meeting.
- Bidder to ensure compliance of all provisions of the Bidding Document and submit their bid accordingly.
- This is a ZERO Deviation Bidding Document. Bids with any deviation to the bid conditions shall be liable for rejection.
- Bidder must submit original tender document duly signed as a token of their acceptance of terms and conditions of the tender.
- Owner reserves the right to allocate work against part or full scope against single or multiple Bidders.
- Owner reserves the right to accept or reject any or all the bids received at its discretion without assigning any reason whatsoever.
- Owner reserves the right to allow Price preference and / or Purchase preference to Central Public Sector Undertakings as admissible under the prevailing Government of India policy.
- SGL decision shall be final in all respect & binding on the bidder.
- Contact details of owner is given below:

In Name / Department of Chief Manager (O & M),
Sabarmati Gas Limited, Plot no – 907,
Sector - 21, Gandhinagar -382021
Gujarat, INDIA.
Telephone: +91 (079)66737600 Email: shindesg@sabarmatigas.com

