



**VADODARA GAS LIMITED**  
(A joint venture of GAIL gas and VMC)

**NOTICE INVITING TENDER**

**TENDER NO: VGL/CO/C&P-CNG/BD202111172 DATED 04/01/2022**

**SERVICES FOR HIRING OF MANPOWER FOR BILLING, DISTRIBUTION AND CASH COLLECTION OF VGL'S PNG CUSTOMERS AT DANDIYA BAZAAR GAS OFFICE AND WARD OFFICES FOR VGL, VADODARA FOR A PERIOD OF TWO YEARS**

VGL invites tender on n-procure from registered and experienced Contractors under appropriate category for hiring of the following services.

Tender uploaded on (n) Procure ([www.nprocure.com](http://www.nprocure.com)) Website vide ID No. **499372**

**Scope of Work:** Supply of Manpower for “Billing, Distribution and Cash Collection of PNG Customers at Dandiya Bazaar Gas Office and Ward Offices” for VGL, Vadodara including stationeries required for the printing and distribution of bills and collection of revenue like calculators, papers, cash counting machine, computers, printers and all other stationeries, AMC for the required office equipment, troubleshooting the problems in operations, etc. as detailed in the scope of work & special condition of contract.

**Contract Period: 24 Months**

**EMD: Rs. 5,26,680/-**

**Looking at the current scenario of COVID - 19; Pre-bid conference has not been scheduled. You are requested to please go through the tender as uploaded on n-Procure and raise all the techno-commercial queries (if any) latest by 17/01/2022 through mail to [rutvik.12@vgl.co.in](mailto:rutvik.12@vgl.co.in)/ [cnp@vgl.co.in](mailto:cnp@vgl.co.in).**

Last date for uploading the duly filled Tender documents along with the necessary Documents, Certificates, Tender Fees and EMD on n-Procure: **27/01/2022 upto 16:00 Hrs**

Hard Copy of the Online Uploaded Documents on n-Procure should be submitted along with Certificates, Tender Fees and EMD on or before **29/01/2022 till 16:00 Hrs** to Asst. Mgr. (C & P), Vadodara Gas Limited, 1<sup>st</sup> floor, Riddhi Tower, Nr. Manisha Circle, O. P. Road, Vadodara - 390015.

Opening of Un-Priced Bid on n-Procure shall be on **27/01/2022 at 1700 Hrs.**

**BID EVALUATION CRITERIA (BEC)**

**TECHNICAL CRITERIA (as a single bidder)**

Bidder should have completed/ executed atleast one single work order/ contract of “similar work” in any Government/ Semi Government/ PSU/ CGD having a minimum order value of **Rs. 32 Lakhs** for a period of One (01) Year duration, in previous seven (07) years to be reckoned from the final bid closing date.

“**Similar Work**” shall mean services for hiring of Manpower for Billing, Distribution and Cash Collection of Bills for various jobs/ activities/ services with minimum of 53,800 Bills processed per Month.

**DOCUMENT TO BE SUBMITTED**

Bidder must submit copy(s) of work order/ contract including detailed scope of work (if required) along with its completion/ execution certificate from the concerned authority, duly certified/ attested by Chartered Engineer and Notary Public with legible stamp with Original Attestations along with bid to meet the above technical criteria.

Work Order/ Agreement must clearly indicate nature of work/ services, various components/ items, period, value. Similarly Completion/ Executions Certificate must clearly indicate reference to relevant work order, actual date of completion and all other necessary data.



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**FINANCIAL CRITERIA (as a single bidder)**

- 1.2.1 Annual Turn Over** of the bidder should be a minimum of **Rs. 106.70 Lakhs**, in any one of the preceding three financial years.
- 1.2.2 Net worth** of the bidder should be **positive** as per the last audited financial statement.
- 1.2.3 Working Capital** of the Bidder should be a minimum of **Rs. 21.33 Lakhs** as per last audited financial year.

**DOCUMENTS REQUIRED**

The bidder shall submit "Details of Financial Capability of bidder" in prescribed format (F - 16) duly signed and stamped by a **Chartered Accountant**.

Further, copies of audited annual financial statements of last three years submitted in bid shall be duly certified and attested by notary public with legible stamp with latest date. No photo copy of attestation/certification of CA & Notary shall be considered.

If the bidder's working capital is inadequate, the bidder should supplement it with a letter from the bidder's bank having net worth not less than Rs. 100 Crores, confirming the availability of the line of credit to cover the inadequacy of working capital required as above strictly in the prescribed format.

**EVALUATION METHODOLOGY**

Evaluation, Comparison and Award shall be done on overall L1 basis i.e. for complete scope on total price including applicable GST.

In case of a tie at the lowest bid (L1) position between two or more bidders, the order/ LoA will be placed on the bidder having higher/ highest turnover in last audited financial year.

**NOTE:** VGL shall not be responsible for any delay in receiving the tenders and reserve the right to accept/ reject any or all tenders without assigning any reason.

**OFFER VALIDITY:** The offer should remain valid for a period of 90 Days from the right to accept/ reject any or all tenders without assigning any reason.

**DISCLAIMER:** Any revision, clarification addendum, corrigendum, time extension, etc. to the above tender will be hosted on n-procure website only and no separate notification shall be issued in the press. Bidders are requested to visit the website regularly to keep themselves updated.