



Vadodara Gas Limited Notice Inviting Tender

VGL invites tender on n-procure from registered and experienced Contractors for the Tender of “Hiring of Manpower for Meter Reading, Bill & Notice Distribution, Payment Collection and Recovery of VGL’s PNG Customers for a Period of 24 Months at VGL” vide Tender No.: VGL/CO/C&P-BILLING/BD2026010S381 Dated 12/10/2026”

Tender uploaded on (n) Procure (<https://tender.nprocure.com>) Website vide Tender ID: 354529

Contract Period: 24 Months	Tender Fee: ₹ 7,500.00*
	EMD: ₹ 6,31,659.00*

***Tender Fee & EMD is mandatory for this Tender**

The Pre-Bid Conference will schedule on **19/10/2026 at 1200 Hrs.**

The last date for uploading the duly filled Tender documents along with the necessary Documents, Certificates, Tender Fee, EMD and Power of Attorney on n-Procure: **26/10/2026** up to **1400 Hrs**

Hard Copy of the Tender Fee (in form like Bank Drafts / Banker Cheque payable to VGL/Bank transfer), EMD (in any form like Bank Guarantee, Demand Draft (DD), Banker’s Cheque, Insurance Security Bond, Fixed Deposit Receipt in favour of Vadodara Gas Limited or a Letter of Credit) & Power of Attorney will be submitted in Original (in physical form) on or before **31/10/2026 at 1700 Hrs** to C&P Department, Vadodara Gas Limited, 1st floor, Riddhi Tower, Nr. Manisha Circle, O. P. Road, Vadodara - 390015.

Opening of Un-Priced Bid on n-Procure shall be on **26/10/2026 at 1500 Hrs.**

Bid Evaluation Criteria (BEC)

Technical Criteria (As A Single Bidder):

Sl. No.	BEC (Technical)					Document(s) required to be submitted to qualify BEC (Technical)
1.	Bidder should have completed/ executed a work order/ contract of providing Manpower for Meter Reading / Billing Distribution/ back-office work/ Payment Collection of invoices and Outstanding Recovery in any Government/ Semi Government/ PSU/ CGD/Pvt firm in previous Seven (07) years to be reckoned from the final bid closing date, having minimum executed order value as mentioned in table below:					a) Copy of complete Work order/ Letter of Award (LOA)/ Contract issued by the End User. b) Completion Certificate / Execution Certificate issued by the End User / Owner. c) The completion / execution certificate must clearly indicate as under: a) Name & Full address of organization who has issued the completion / execution certificate. b) Reference number for relevant Work order/ Letter of Award / Contract. c) Completed/ Actual value of executed work.
	At least 3 orders / contracts each with minimum	OR	At least 2 orders / contracts each with minimum	OR	At least 1 order / contract with minimum	



Vadodara Gas Limited
Notice Inviting Tender

Executed value	Executed value	Executed value	d) Actual date of successful completion/ execution of services.
₹ 93.16 Lakhs	₹ 1.11 Cr.	₹ 1.86 Cr.	

Note:

1. A Job executed by a Bidder for its own plant/ project cannot be considered as experience for the purpose of meeting BEC of this Tender Document. However, jobs executed for Subsidiary/Fellow subsidiary / Holding company will be considered as experience for the purpose of meeting BEC subject to submission of tax paid invoice (s) duly certified by Statutory Auditor of the Bidder towards payments of statutory tax in support of the job executed for Subsidiary/Fellow subsidiary/ Holding company. Such Bidders to submit these documents in addition to the documents specified to meet BEC.
2. All documents in support of Technical Criteria of BEC to be furnished by the Bidder shall necessarily be duly certified/ attested by Chartered Engineer and Notary Public with a legible stamp

Financial Criteria (As A Single Bidder):

Sl. No.	BEC (Financial)	Document(s) required to be submitted to qualify BEC (Financial)
1.	The Minimum Average Annual Financial Turnover of the bidder should be ₹ 1,86,33,942.62/- during 03 Preceding Financial Years.	I. Bidder shall submit “Details of financial capability of Bidder” in the prescribed format (F-15) duly signed and stamped by a chartered accountant/ Certified Public Accountant (CPA). II. Further, a copy of audited annual financial statements submitted in the bid shall be duly certified/ attested by Notary Public with a legible stamp.
2.	The Net Worth of the Bidder should be Positive as per the Last Audited Financial Statement.	
3.	The Working Capital of the Bidder should have a minimum of ₹ 37,26,788.52/- as per the Last Audited Financial Year.	

Note:

1. **The 03 Preceding Financial Year shall be F.Y. 2023-24, F.Y. 2024-25 & F.Y. 2025-26.**
2. **Average Annual Turnover** – In case the tenders have the bid closing date up to 31st September (or as amended from time to time by the Government) of the relevant financial year, and audited financial results of immediate 3 preceding financial years are not available, the bidder has the option to submit the audited financial results of the 3 years immediately before that. Wherever the closing date of the bid is after 31st September (or as amended from time to time by the Government) of the relevant financial year, the bidder must compulsorily submit the audited financial results for the immediate 3 financial years preceding.
3. **Net worth and Working Capital** –In case the tenders having the bid closing date upto 31st September (or as amended from time to time by the Government) of the relevant financial year, and audited financial results of the immediately preceding financial year are not available, in such a case the audited financial results of the year immediately before that year will be considered as last financial year for Net worth/ Working Capital calculation. Wherever the closing date of the bid is after 31st September (or as amended from time to time by the



Vadodara Gas Limited Notice Inviting Tender

Government) of the relevant financial year, the bidder must compulsorily submit the audited financial result for the immediately preceding financial year.

4. The documents such as purchase / work order completion / execution certificate, audited balance sheet etc required to be submitted by bidders to establish that they meet BEC. Any other document requested specific to work/job, should be finalized after proper deliberation by the tender committee and incorporated in the tender document.
5. The bidders must submit the completion certificate issued by end user / owner (or their consultant who has been duly authorized by them to issue such certificate) only after completion of work / supply in all aspect. However, in case of tenders for annual rate contracts/ maintenance contracts, where the bidder is executing a rate / maintenance contract which is still running and the contract value /quantity executed till one day prior to due date of bid submission is equal to or more than the minimum prescribed value / quantity mentioned in the BEC, such experience will also be taken into consideration provided that the bidder has submitted satisfactory work / supply execution certificate issued by the end user / owner / authorized consultant.
6. Only documents (Purchase Order, Completion certificate, Execution Certificate etc.) which have been referred/ specified in the bid shall be considered in reply to queries during evaluation of Bids. After submission of bid, only related shortfall documents will be asked for in TQ/CQ and considered for evaluation. For example, if the bidder has submitted a contract without its completion/ performance certificate, the certificate will be asked for and considered. However, no new reference/ PO/WO/LOA is to be submitted by bidder in response to TQ/CQ so as to qualify and such documents will not be considered by VGL for evaluation of Bid. Any new document submitted against representation option provided on N-procure shall also be not considered for revaluation of bid.
7. Experience of bidder acquired as a subcontractor can be accepted against submission of certificate from end user by such bidder along with other specified documents. However, in case, main contractor and subcontractor with such end user certificate participates against same tender and seeks qualification based on same job, then main contractor will be preferred over sub-contractor in respect of qualification and accordingly subcontractor even with end user certificate will not be considered qualified.
8. Where the bidder is executing a rate / maintenance contract which is still running and the contract value /quantity executed till one day prior to original due date of bid submission is equal to or more than the minimum prescribed value / quantity mentioned in the BEC, such experience will also be taken into consideration provided that the bidder has submitted satisfactory work / supply execution certificate issued by the end user/owner / authorized consultant.
9. The Bids submitted by only such bidders who meet fully the criteria, should be taken up for detailed evaluation. No relaxation is permitted for inclusion of any bidder(s) who does not meet the criteria in entirety, for reasons only to increase the competition.
10. In case more than one Contract(s) are emanating against one tender, these Contract(s) are to be considered as a single Contract for evaluation of credentials of a Bidder for meeting their experience criteria.
11. Bids from Consortium / Joint Venture shall not be accepted.



Vadodara Gas Limited Notice Inviting Tender

12. Non-Compliance to above Technical Bec shall Lead the Bid Liable for Rejection

Apart from the above, the Bidder must submit all other relevant documents/ information as specified in the Scope of Work/ SCC for Technical Evaluation of a bid or specified elsewhere in the Tender Document, towards proof of its responsiveness.

Methodology for Evaluation, Comparison & Award

Evaluation, Comparison and Award shall be done on an overall L1 basis (Excl. of 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.

In case of a tie at the any position between two or more bidders, the preference for matching L1 rate will be asked to the bidder who 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.