



BHAGYANAGAR GAS LIMITED

(A JOINT VENTURE OF HPCL & GAIL)

BID DOCUMENT FOR

**Tender for Printing Excise Gate Pass, Invoices,
Cash bills & Receipts etc for Bhagyanagar Gas
Limited**

**UNDER LIMITED DOMESTIC
COMPETITIVE BIDDING**

Bid Document No.: BGL/449/2018-19

VOLUME-I of I

REQUEST FOR QUOTATION (RFQ)

BID DOCUMENT NO.: BGL/449/2018-19

Date: 20.02.2019

To,

- Item** : **Supply of Printing Excise Gate Pass, Invoices, Cash bills & Receipts etc.**
- Due Date & Time of submission of bid** : **05.03.2019 at 1500 hrs. (IST)**
- Date & Time of Opening** : **05.03.2019 at 1600 hrs. (IST)**
- Address** : **Bhagyanagar Gas Limited**
2nd Floor, TSIDC Building
Parishram Bhavan
Basheer Bagh,
Hyderabad-500 004
Ph No.: 040-23236984
Fax No.: 040-23245081
Email: bonnyk.joseph@bglgas.com
- Contact Person** : **Bonny K Joseph**
Manager (C&P)
bonnyk.joseph@bglgas.com
- Validity of Offer** : **Minimum 03 months** from the due date of submission of offer.

Notes: *If any of the dates mentioned above happens to be a Holiday in BGL then next working day shall be considered.*

Gentlemen,

- 1.0 **Bhagyanagar Gas Limited (BGL)** is a joint venture of M/s. GAIL (India) Limited and M/s. Hindustan Petroleum Corporation Limited (HPCL) and operating CNG & City Gas Distribution in the states of Andhra Pradesh and Telangana.
- 2.0 **Bhagyanagar Gas Limited (BGL)** intends to enter into **Tender for Printing Excise Gate Pass, Invoices, Cash bills & Receipts etc for Bhagyanagar Gas Limited.**
- 3.0 Sealed quotations under **Single Bid System** are invited for supply of printing stationery items as detailed in Price schedule format. If you are in a position to quote for supply of printing stationery items in accordance with the requirements given in the tender, please submit your quotation to the undersigned on or before **4 P.M. of 05.03.2019.**
- 4.0 Bids complete in all respects should reach on or before the BID DUE DATE AND TIME. **Fax/Telex/Telegraphic/E-Mail bids shall be rejected.**
- 5.0 Bhagyanagar Gas Limited (BGL) reserves the right to reject any or all the bids received, at its discretion without assigning any reason, whatsoever.
- 6.0 Each Page of Bid Document shall be signed & Stamped by Bidder.
- 7.0 Bidder, if so desired, may seek clarification on the tender document. Any request to this effect should positively reach before 05 days of due date of submission of bid on the following address:-

Bonny K Joseph, Manager (C&P)
Bhagyanagar Gas Limited
2nd Floor, TSIDC Building
Parishram Bhavan
Basheer Bagh, Hyderabad
Ph No.: 040- 23236983
Fax. No.: 040- 23245081
e-mail: bonnyk.joseph@bglgas.com

Please specify Bid Document Number in all your correspondence.
- 8.0 BGL shall not be responsible for any costs or expenses incurred by Bidder in connection with the preparation or delivery of Bids, including costs and expenses related with visits to the site.
- 9.0 BGL reserves the right to reject any or all the bids received, at its discretion without assigning any reason, whatsoever

THIS IS NOT AN ORDER

Yours faithfully,

(Bonny K Joseph)
Manager (C & P)

Enclosure: Bid Document

TERMS & CONDITIONS

The offers submitted by the prospective vendors shall be opened by BGL and will examine to determine whether their bids are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order.

Bidders must quote for all the items of 'Schedule of Rates' of this tender. Please note that Owner intends to evaluate on estimated quantity basis and finalize the tender on the basis of overall minimum cost to BGL on no deviation basis.

Vendor with lowest quote shall be considered as L-1 party.

Clarifications, if any, or missing information shall be obtained from the vendor should positively reach before 05 days of due date of submission of bid.

1.0 BID PRICES

1.1 Bidders shall indicate the following in the Price Schedule/SOR format:-

- A) Ex-works Price including packing and forwarding charges (such price to include all costs as well as duties and taxes paid or payable on components and raw materials incorporated or to be incorporated in the goods).
- B) **GST (CGST & SGST/UTGST or IGST) on the finished goods including inland transportation** (which will be payable on the finished goods, if this Contract is awarded).
- C) The Bidder shall indicate breakup of the quantum of imports involved for import of necessary raw materials and components giving CIF value of Import and included in bid price (wherever specified in Bid Document). Essentiality certificate may be provided by the Purchaser for Project imports (wherever applicable).
- D) Inland transportation upto Delivery Location and other costs incidental to delivery.

The material is required to be delivered through a reliable bank approved Road Transport Company and who is a registered common carrier as per section 3 of Carriage by the Road Act 2007.

Also, BGL reserves the right to transport the material with it's own transporter.

- E) Charges for incidental services and **GST (CGST & SGST/UTGST or IGST) on these services** as per the Price Schedule/ Schedule of Rates.

1.2 In case of import of raw material and components incorporated or to be incorporated in the finished goods (clause no. 12.1 (C) refers), the Bidder shall provide description of such material, quantity, rate, value, Import Duty considered etc. as per proforma provided in Price Schedule/ SOR.

1.3 It shall be the endeavour of the Purchaser to arrange transit insurance. For the purpose of arranging transit insurance of the goods dispatched / shipped, vendors are required to furnish the dispatch / shipping particulars to the Insurance Company giving complete details of dispatches along with Policy No. etc.

- 1.4 Prices must be filled exactly in the format for "Price Schedule/ Schedule of Rates [SOR]" enclosed as part of Tender Document. If quoted in separate typed sheets and any variation in item description, unit, quantity, any conditions of SOR etc. is noticed, the Bid is liable to be rejected.
- 1.5 The delivery basis of the goods is mentioned in Bid Document. The date of LR/GR shall be considered as date of delivery. Other terms shall be interpreted as per INCOTERMS®2010 or its latest version.
- 1.6 All duties, taxes and other levies (if any) payable by the Seller under the Contract or for any other cause, except **GST (CGST & SGST/UTGST or IGST)** on finished product & on the incidental services, shall be included in the rates / prices and the total bid-price submitted by the Bidder. The quoted rate of **GST (CGST & SGST/UTGST or IGST)** on finished product & on the incidental services shall be indicated in the bid prices. Bidders are required to quote the prices after carefully reading the provisions mentioned in tender document including SCC, GCC, Scope of Work, etc.
- 1.7 Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account, whatsoever.
- 1.8 The Bidder shall quote the rates in 'figures' & 'words', as per Price Schedule /SOR format provided in the Tender Document. There should not be any discrepancy between the prices indicated in figures and in words. In case of any discrepancy, the same shall be dealt as per clause no. 30 of ITB.
- 1.9 Further, Bidder shall also mention the Harmonized System Nomenclature (HSN) at the designated place in Price Schedule/ relevant part in Bid Document.

2.0 **TAXES & DUTIES**

- 2.1 Within the contractual delivery period, the statutory variation in applicable **GST (CGST & SGST/UTGST or IGST)** on supply and on incidental services, shall be to BGL's account. Beyond the contractual delivery period, in case BGL is not entitled for input tax credit of **GST (CGST & SGST/UTGST or IGST)**, then any increase in the rate of **GST (CGST & SGST/UTGST or IGST)** beyond the contractual delivery period shall be to Supplier's account whereas any decrease in the rate **GST (CGST & SGST/UTGST or IGST)** shall be passed on to the Purchaser.

Beyond the contractual delivery period, in case BGL is entitled for input tax credit of **GST (CGST & SGST/UTGST or IGST)**, then statutory variation in applicable **GST (CGST & SGST/UTGST or IGST)** on supply and on incidental services, shall be to BGL's account.

The base date for the purpose of applying statutory variation shall be the Bid Due Date.

- 2.2 In case of statutory variation(s) in the taxes & duties mentioned at clause no.

above, the Supplier shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the Bid Due Date and on the date of revision. Claim for payment of Statutory

variation should be raised preferably along with the Invoice. Any claim for arrears on account of statutory variation shall be submitted to Purchaser within two [02] months from the date of issue of such 'Government Notification', otherwise such claim may not be entertained.

- 2.3 With respect to clause no. 12.1 (C) and 12.2, the statutory variation in Import Duty (except component (s) for which input tax credit is available) on CIF value indicated, within contractual delivery period shall be to Purchaser's account against submission of the documentary evidence. However, any increase in the rate of Import Duty beyond the contractual delivery / completion period shall be to Bidder's account. In case of wrong classification, no variation including statutory variation of Import Duty will be payable to Supplier and any penalty due to the same shall be to Supplier's account. Any decrease in the rate of Import Duty shall be passed on to the Purchaser. Statutory variation on account of Import Duty will be allowed only on component for which input tax credit is not available.
- 2.4 **New Taxes & duties:** Any new taxes & duties, if imposed by the State/ Central Govt. of India on the finished goods after the due date of bid submission but before the Contractual Delivery/Completion Date, shall be reimbursed to the Supplier on submission of copy of notification(s) issued from State/ Central Govt. Authorities along with documentary evidence for proof of payment of such taxes & duties, but only after ascertaining it's applicability with respect to the Contract.
- 2.5 Deemed Export benefits are not applicable and Bidder should furnish prices without considering the same.
- 2.6 Supplier shall ensure timely submission of correct invoice(s), **as per GST rules/ regulation**, with all required supporting document(s) within a period specified in Contract to enable BGL to avail input credit of **GST (CGST & SGST/UTGST or IGST)**. Further, returns and details required to be filled under GST laws & rules should be timely filed by Supplier of Goods / Services with requisite details.

If input tax credit is not available to BGL for any reason not attributable to BGL, then BGL shall not be obligated or liable to pay or reimburse **GST (CGST & SGST/UTGST or IGST)** claimed in the invoice(s) and shall be entitled to deduct/ setoff /recover such **GST (CGST & SGST/UTGST or IGST)** together with all penalties and interest, if any, against any amounts paid or payable by BGL to the Supplier.

- 2.7 The supplier shall mention the particulars of Bhagyanagar Gas Limited (BGL), (place specified in Bid Document) on the Invoice . Besides, if any other particulars of BGL are required to be mentioned, under **GST rules/ regulations** on the date of dispatch, the same shall also be mentioned on the Invoice.
- 2.8 In case CBEC (Central Board of Excise and Customs)/ any equivalent Central Government agency/ State Government agency brings to the notice of BGL that the Supplier of Goods / Services (Service Provider) has not remitted the amount towards **GST (CGST & SGST/UTGST or IGST)** collected from BGL to the government exchequer, then, that Supplier of Goods / Services (Service Provider) shall be put under Holiday list of BGL for period of six months as mentioned in Procedure for Evaluation of Performance of Vendors/ Suppliers/Contractors/ Consultants.

- 2.9 BGL will prefer to deal with registered supplier of goods/ services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet.

However, in case any unregistered bidder is submitting their bid, there prices will be loaded with applicable **GST (CGST & SGST/UTGST or IGST)** during evaluation of bid (if applicable as per Govt. Act/ Law in vogue). Where BGL is entitled for input credit of **GST (CGST & SGST/UTGST or IGST)**, the same will be considered for evaluation of bid as per evaluation methodology of tender document.

- 2.10 In case the GST rating of vendor on the GST portal / Govt. official website is negative / black listed, then the bids may be rejected by BGL. Further, in case rating of bidder is negative / black listed after award of work for supply of goods / services, then BGL shall not be obligated or liable to pay or reimburse **GST (CGST & SGST/UTGST or IGST)** to such vendor and shall also be entitled to deduct / recover such **GST (CGST & SGST/UTGST or IGST)** along with all penalties / interest, if any, incurred by BGL.

2.11 Anti-profiteering clause

As per Clause 171 of GST Act, it is mandatory to pass on the benefit due to reduction in rate of tax or from input tax credit to the consumer by way of commensurate reduction in prices. The Service Provider may note the above and quote their prices accordingly.

- 2.12 **GST (CGST & SGST/UTGST or IGST) is implemented w.e.f. 01.07.2017 which subsumed various indirect taxes and duties applicable before 01.07.2017. Accordingly, the provisions of General Condition of Contract relating to taxes and duties which are subsumed in GST are modified to aforesaid provisions mentioned in clause no. 12 and 13 of ITB.**

3.0 BID CURRENCIES:

Bidders must submit Bid in Indian Rupees only.

4.0 CORRECTION OF ERRORS

- 4.1 Bids determined to be substantially responsive will be checked by the Purchaser for any arithmetic errors. Errors will be corrected by the Purchaser as follows:

- (i) When there is a difference between the rates in figures and words, the rate which corresponds to the amount worked out by the Bidder (by multiplying the quantity and rate) shall be taken as correct.
- (ii) When the rate quoted by the Bidder in figures and words tallies but the amount is incorrect, the rate quoted by the contractor shall be taken as correct and not the amount and the amount shall be re-calculated/ corrected accordingly.
- (iii) When it is not possible to ascertain the correct rate, in the manner prescribed above, the rate as quoted in words shall be adopted and the amount worked out, for comparison purposes

- 4.2 The amount stated in the Bid will be adjusted by the Purchaser in accordance with the above

procedure for the correction of errors. If the Bidder does not accept the corrected amount of Bid, its Bid will be rejected, and the EMD shall be forfeited.

5.0 Envelope I: Super scribing “Unpriced cum Priced Bid - Not to open with Techno –Commercial Un Price Bid”-PART- B.

The Prices are to be submitted strictly as per the Schedule of Rate of the bidding documents. BGL shall not be responsible for any failure on the part of the bidder to follow the instructions. Bidders are advised NOT to mention Rebate/Discount separately, either in the SOR format or anywhere else in the offer. In case Bidder(s) intend to offer any Rebate/Discount, they should include the same in the item rate(s) itself under the “Schedule of Rates (SOR)” and indicate the discounted unit rate(s) only.

- i) If any unconditional rebate has been offered in the quoted rate the same shall be considered in arriving at evaluated price. However no cognizance shall be taken for any conditional discount for the purpose of evaluation of the bids.
- ii) In case, it is observed that any of the bidder(s) has/have offered suo-moto Discount/Rebate after opening of unpriced bid but before opening of price bids such discount /rebate(s) shall not be considered for evaluation. However, in the event of the bidder emerging as the lowest evaluated bidder without considering the discount/rebate(s), then such discount/rebate(s) offered by the bidder shall be considered for Award of Work and the same will be conclusive and binding on the bidder.
- iii) In the event as a result of techno-commercial discussions or pursuant to seeking clarifications / confirmations from bidders, while evaluating the unpriced part of the bid, any of the bidders submits a sealed envelope stating that it contains revised prices; such bidder(s) will be requested to withdraw the revised prices failing which the bid will not be considered for further evaluation.
- iv) In case any bidder does not quote for any item(s) of “Schedule of Rates” and the estimated price impact is more than 10% of the quoted price, then the bid will be rejected. If such price impact of unquoted items is 10% or less of his quoted price, then the unquoted item(s) shall be loaded highest of the price quoted by the other bidders . If such bidder happens to be lowest evaluated bidder, price of unquoted items shall be considered as included in the quoted bid price.
- v) The Prices are to be filled strictly in the Schedule of Rate of the bidding documents and provision mentioned hereinabove.

SPECIAL CONDITIONS OF CONTRACT (SCC)

1.0 SCOPE OF SUPPLY

Supply of Printing of Stationery Items as per Price Schedule.

Paper Sizes:

Excise Gate Pass : Size: 10” (25.4 cm) height x 7.5”(19.05cm) width
Excise Invoice : Size: 10”(25.4 cm) height x 7.5”(19.05cm) width
Cash Receipt : Size: 14.8 cm height x 21 cm width (A5 paper size)
Cash Bill : A4 Size paper divided by perforation into 6 individual bills

Quality of paper:

First copy: SIRPOR PAPER 7.4 kg (65 gsm thickness)
Duplicate/ Triplicate/ Quadruplicate copies: SIRPOR PAPER 6kg (55- 60 gsm thickness)

Binding:

Double Board Binding.

Papers have to be printed in different colors as directed by Officer- In –Charge.

2.0 DELIVERY

All the items are to be delivered at Corporate Office, Basheerbagh, Hyderabad or Mother Station Vijayawada, based on vendor/printer location.

All the works including delivery at location to be completed within **30 days** from the date of intimation of EIC.

However the entire quantity may be procured in Two (2) installments as per requirements in the year of contract.

3.0 CONTRACT PERIOD:-

The Contract shall be Valid for Period of One year (12 Months) from the date of issue of work order.

4.0 VALIDITY OF QUOTED RATES:-

The Rates Quoted accepted shall remain valid for the entire period of Contract and no escalation whatever shall be permissible after award of the contract.

5.0 PAYMENT TERMS

100% payment shall be released within 15 (fifteen) days from the date of receipt of bills along with receipted challan, acceptance/delivery certificate to be issued by the User/HR Dept. of BGL.

TDS if applicable may be deducted as per Income Tax Guidelines by BGL.

The rates quoted should be inclusive of all charges, surcharges, taxes, duties & transportation charges etc and shall be valid for complete duration of the contract. No backing out for the agreement will be entertained once the same is finalized.

6.0 EXTENSION OF CONTRACT

The contract may be extended for a maximum period of one year with same rate and terms and conditions of the contract at the sole discretion of BGL, subject to satisfactory performance of the Vendor during the One year contract period.

7.0 SAMPLE ITEMS

For case of understanding the scope of tender, sample items where BGL branding/printing is necessary is enclosed (Annexure-I) with this tender. Bidder to consider all monies involved before submitted the offer towards this tender.

SCHEDULE OF RATES (SOR)

S. No.	Description (Read Scope of Supply at paragraph 1.0 of Terms & Conditions)	Number of Books				Unit Price Inclusive of all taxes & duties in Rs (B)	Total Amount Inclusive of all taxes & duties in Rs (C)=(A) X (B)
		Hyderabad	Vijayawada	Kakinada	Total no. of Books (A)		
1	Excise Gate Pass of 50 sets per book with each set consisting of 1 original and 3 copies	852	580	81	1,513		
2	Excise Invoice of 50 sets per book with each set consisting of 1 original and 2 copies	22	15	8	45		
3	Cash Receipt of 50 sets per book with each set consisting of 1 original and 2 copies	8	8	8	24		
4	Cash Bills of 50 sets per book with each set consisting of 1 original and 1 copy with every page divided by perforation into 6 individual bills	12	15	3	30		
Total Amount inclusive of all taxes & duties in Rs							

Note:

- Supplier shall strictly follow this SOR format for submission of quote.
- Above required No. of Books are tentative only. However, actual requirement may vary depends on Gas Qty Increases/Decreases or any online Stn/outlet may increase/decrease (under maintenance) during the year. Accordingly, the quoted rates are applicable for 1 year so that if required, BGL may Re-Print the items.

Bidder:

M/s.....

Place:

Date:.....

Signature of Authorized Signatory:.....

Name:.....

Designation:.....

Seal:.....