



Bhagyanagar Gas Ltd.

Hiring of CNG fueled Light Commercial Vehicles (LCVs) for transportation of CNG through Cascades to CNG Stations and CGD Projects in and around Hyderabad.

Bid Document No. BGL/525/2021-22

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II



Bhagyanagar Gas Ltd.

BHAGYANAGAR GAS LIMITED

(A JOINT VENTURE OF HPCL & GAIL)

BID DOCUMENT FOR

Hiring of CNG fueled Light Commercial Vehicles (LCVs) for transportation of CNG through Cascades to CNG Stations and CGD Projects in and around Hyderabad.

**UNDER OPEN DOMESTIC
COMPETITIVE BIDDING**

e- tender

Bid Document No.: BGL/525/2021-22

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SECTION – 7

SCOPE OF WORK/SERVICE and SPECIFICATIONS



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SCOPE OF WORK / SERVICES

A. INTRODUCTION

Bhagyanagar Gas Limited (BGL), a joint venture company of GAIL & HPCL, has undertaken an eco-friendly ambitious project to supply CNG to the automobile sector and natural gas to domestic, commercial and industrial consumers in the States of Andhra Pradesh and Telangana, the first few stations have been implemented in Hyderabad and also in Vijayawada and Kakinada. The company is in continuous process of expansion of CNG stations and city gas shall commence in near future. Transport services are required for transporting of CNG cascades from “Mother Station” to “Daughter Booster Stations” located in and around Hyderabad where natural gas is not available through Pipeline.

CNG cascades mounted on Light Commercial Vehicles (LCV) shall be filled from Mother Station, Shamirpet, TSRTC depot, Medchal, online stations like TS civil supplies corporation LTD, Hafeezpet, onus petro filling station, Alwyn x-roads, any other upcoming Mother/ Online stations during the contract period for transporting to daughter booster stations and any other locations specified by BGL.

B. SCOPE OF SERVICES

The scope of CNG transport services shall in general consist of but not limited to the following scope of services.

For Hyderabad Operations:

Providing Light commercial Vehicles (LCV) of minimum payload of 6 tons on rate contract basis for a contract period of Four(04) Years for local Transport in Hyderabad. BGL reserves the right to split the total requirement of LCVs among various bidders for reason of its own commercial benefit.

1. **Vehicle Models:** The Vehicle Model for this contract should be of year **2021 or later** only.
2. **Auxiliaries:** Vehicles shall be provided with two earthing connections and fitted with a spark arrestor on the exhaust for which no extra cost shall be payable by BGL. If not provided as stated above the owner reserves the right to get it done at the cost of the supplier.
3. **Ownership:** The contractor must have ownership of at least 40% of vehicles out of the total awarded quantity; however, contractors may hire balance quantity of vehicle through long-term hire contract basis from other transporter, however, overall responsibility will lie with the main contractor only. Contractors may require showing original documents of the hired vehicle(s) to BGL for verification.



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Bidder must submit a) Valid Registration Certificate of the LCV/ HCV for ownership proof issued by RTO in name of firm/ bidders in case of Proprietorship/ Partnership concern and in the name of the company for other than Proprietorship/ Partnership concern issued by RTO. b) Valid Insurance Policy of the LCV/HCV issued by the underwriter. c) Valid vehicle Fitness Certificate of the LCV/ HCV issued by RTO.

The contractor shall submit schedule of deployment of vehicle / vehicles within 10 days of date of intimation of deployment of vehicle from EIC. The schedule shall be supported with the documentary proof.

4. **Contract validity**: The duration of contract shall be **four years** from the date of work order/Fax of Acceptance (FOA). Any further extension shall be at the same rates, terms and conditions at the sole discretion of BGL. The estimated number of LCVs shown in tender notice is indicative and is subject to change as per BGL requirement.
5. **Supervisors**: The Bidder shall deploy competent Supervisors for the purpose of coordination with BGL on round the clock basis for monitoring the Vehicles movement. Non-deployment or non-availability of supervisors during the operational hour(s) for more than 4 hrs. shall be deemed as one full day (24 hrs) and will attract a penalty of Rs. 500/- per day.
Contractor shall deploy adequate nos. of supervisors in his office (may or may not be in respective GAs) with mobile phones for effective supervision and better coordination of vehicle movement among EICs and Vehicle Drivers. The roles and responsibility of Supervisor shall be as under:
 - i. Shall be responsible to manage the fleet management of vehicles operating for BGL & providing the required information to EIC on day to day basis.
 - ii. Shall be responsible for coordination with Drivers for smooth fleet operations.
6. **Payload**: LCVs offered by the bidder should be capable of carrying **minimum 6 tons** payload capacity. Vehicle of payload less than 6 tons shall in no way be acceptable & it is mandatory to meet the RTA requirement. The bidder shall take delivery of CNG storage cascades from BGL store or any BGL CNG stations and securely mount the cascades on Vehicle chassis with cushion support along with locknut and bolts at his own expense. The mounting nuts and bolts should not become loose during normal operation. After taking over custody of cascades, up keeping and safety of cascades is the responsibility of the bidder. These cascades then transport CNG from Mother station to Daughter Stations / Daughter Booster Stations. On expiry or termination of the contract, cascades shall be returned at the designated Station / store as intimated at that time at bidder's expense.

In addition to loading and unloading of LCVs at the start and closure of Contract, Bidder will also be asked for one time unloading and loading of cascades which are due for Hydro test during the tenure of the contract from



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respective LCVs to BGL work site in and around Hyderabad city at bidder's expense.

All material required for securely mounting the cascades & crane services required for loading & unloading of cascades have to be arranged by the bidder at his own cost.

The Payload capacity of vehicle shall be 6.0 Metric Ton means Vehicle shall have load carrying, capacity of minimum 6.0 Metric Ton (RTO approved). Gross Vehicle Weight (GVW) shall be as per original equipment manufacturer (OEM).

7. **Driver Responsibilities:** Driver of the Vehicle shall make / remove the quick release coupling connection at the Daughter Stations / Daughter Booster Stations and CNG Mother Stations, Operate the Cascades Manifold Valves, Check and record the cascade pressure at CNG Mother Stations and Daughter Stations / Daughter Booster Stations. For doing these jobs in a safe manner, the driver has to be trained in any CNG station of BGL before actual deployment to drive the cascade mounted Vehicle.

Bidder shall ensure that all drivers prior to commencing their duties at the start of the contract & any driver who newly joins during the contract period shall undergo an induction program carried out by Site Engineer / Fire and Safety Supervisor at Mother Station. The drivers shall be issued STC Card (Safety & Technical Competency Card) after the completion of induction training. No driver shall be allowed to carry out the duties without obtaining STC Card. The Bidder shall notify BGL of any change in drivers so that the new drivers, if acceptable to BGL can go through the approval process before they are permitted to perform duties. The bidder shall provide timely notification and shall ensure that such personnel changes do not disrupt the service provided by the Transporter. Drivers shall always carry the **STC card** when they are on duty. If any driver found carrying out the duties without obtaining / without carrying the STC card, penalty of Rs 100/- shall be imposed for each instance.

The driver should have valid explosive license & minimum 4 years of driving experience on similar type of vehicles. They should be able to read and write the local language and the age of the driver shall not more than 56 years

The driver should not consume any intoxicant or alcohol and smoking while on duty, if found a penalty of Rs.5000/- shall be imposed and he will be terminated from his duties. Drivers should be engaged on rotation basis and changed periodically.

Drivers should not indulge in formation of collectives/union/any other illegal activities which are detrimental to the interest of BGL



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8. The bidder shall bear the entire operational cost including all repair and maintenance of the vehicle for transportation of CNG in cascades which shall include but not limited to the following
- Wages and other emoluments for the drivers, helpers & supervisor shall be followed as per applicable minimum wages act including PF, ESIC etc., in skilled category (Central/ state govt. Whichever is higher. If the bidder fails to arrange the same, then a penalty of Rs. 2000/- per vehicle per month will be levied.
 - Cost of fuels, brake oil and lubricating oil, oil required for operation of the vehicles etc.
 - Repair and Maintenance cost of the vehicles.
 - Licenses, permits, road tax, third party insurance and any other statutory levies.
 - In case of any accident, bidder shall co-ordinate with Statutory Authorities and the liability will solely rest with the bidder.
9. The bidder shall operate their vehicles at their own risk entirely and BGL shall in no case be held responsible for any damage to the vehicles while on BGL's work. The bidder shall maintain the vehicles in sound mechanical condition at all the times. The bidder will rectify any defect noticed by him or notified by BGL immediately.
10. The bidder shall ensure the safe & correct delivery of CNG at the nominated destinations in the same condition in terms of quality and quantity as has been taken by the bidder at Mother Stations. Any infringement of the above will be deemed as unlawful and BGL will hold the bidder legally responsible for the same. Additionally BGL also reserves the right in such an event, to forthwith terminate the contract and / or to impose penalties on the bidder, as BGL may deem fit.
11. **Mobilization time:** The bidder shall mobilize the transport services within 45 days from the date of written requisition by BGL EIC.
12. **Communication set:**
- The bidder shall arrange two way communication set such as WLL telephone/cell phone to be made available at all time with the vehicle/driver and with the Supervisors for LCV movement control. The safety and security of the handsets will be the responsibility of the bidder. In case of loss or damage the bidder shall be liable for repairing / replacing the sets immediately at his own cost. In case the bidder fails to provide this facility, BGL shall make alternate arrangement to make the system operational and necessary payments in this regard shall be made directly to the service provider after deducting such amount from the bills of the bidder.



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- b) **GPS tracking should be made available for monitoring at all the time and non-working of GPS for any LCV will be construed as deviation in the operation of LCV.** For this purpose, the bidder shall install Vehicle Tracking System in all the deployed LCVs. The safety and Security of the Vehicle Tracking System will be the responsibility of the Bidder. He shall also provide the necessary software to BGL for day to day monitoring. If the bidder fails to arrange / repair the Vehicle Tracking System, then a penalty of Rs. 2000/- per vehicle per month will be levied. If the same situation continues for more than a month, these vehicles shall be kept aside and no payment shall be made against these LCV's.
13. Hiring charges of Vehicle shall include services of Drivers and Supervisors for 24 hours in a day for all days in all the vehicles. No personnel shall be strictly allowed to work for more than 12 hours in a day for which adequate number of personnel shall be deployed. Bidder has to strictly follow the same and shall have to make necessary arrangements at his own expenses.
14. The mobilized fleet shall be fitted with spark / flame arrestor of a design approved by Chief Controller of Explosives and provided with wheel jack, tool kit, and spare wheel(s) at bidder's own cost.
15. At the time of deployment, the mobilized fleet shall be painted with colour code as per the Central Motor Vehicle Act in addition to the statutory display requirements to carry CNG. The bidder shall be responsible for providing suitable signboards/display boards during Vehicle movement on road or in parked condition. Each Vehicle to paint rear & side panels for display of company name and logo in combination to fulfill the requirements of display of under rules 130 to 137 of Central Motor Vehicles Rules 1989. Painting of the color codes and all other statutory display has to be done by the bidder at his own cost before deploying the vehicles for carrying CNG Cascades. All the Three sides of the loading carrying body of Vehicle shall be removable type (i.e. Drop side deck type) for easy accessibility of the cascades. The vehicle loading body shall have sufficient loading span to accommodate the cascade and minimum 150 mm free space shall be available on all the sides of cascade after installation and there shall be no hindrance in filling CNG into the cascades
16. Branding shall be done as per BGL specifications--Minimum Size:2 ftX6ft Flex board on both sides of LCV's made with iron/G.I. Sheets as per details given by EIC and is in the scope of Contractor. If the bidder fails to arrange the flex, then a penalty of Rs. 500/- per vehicle per month will be levied.
- A. Bidder shall paste printed flex/vinyl banner on the vehicle as per the standard designs given by the Owner. The details of content, color coding, size and other design parameter shall be given by Owner. Bidder shall prepare the flex/vinyl banners as per the directions given by the owner at his own cost.



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- B. The Flex banners shall be pasted on both side panels and rear panels of loading body as well as front side of the driver cabin as per the drawing issued by Owner. The necessary permissions for branding from statutory/RTO authorities shall be in bidder's scope.
- C. The Other Stickers/Paintings shall be done as per the provision of Motors Vehicle Act – 1998 and Central Motor Vehicle Rules – 1989.
- D. The Hazchem Panel shall be put on vehicle by the bidder at his own cost as per the direction of Owner. The details of Contents and format shall be given by Owner.

17. Bidder shall securely mount the CNG cascade and make all necessary mounting arrangements including hiring of crane for lifting & handling of CNG cascades, supply of 'U' bolts and locknuts for anchoring cascades frame to chassis and installation of necessary supporting stiffener at requisite positions. The complete job of mounting CNG Cascade to the satisfaction of the Engineer-in-charge shall be completed within one day of issue of the cascade.

18. **Technical specifications** / dimension of CNG cascade to be mounted on the Vehicle are as follows :

For Light Commercial Vehicle of minimum 6 tons payload

Water litre capacity	:3000 liters
Length x Width x Height	:4000 mm x 2210 mm x 1905 mm
Cascade weight with CNG	:6 tons

CNG Fueled, as per latest BS emission norms with suitable body length:

1. Eicher
2. TATA
3. Ashok Leyland
4. SML ISUZU

1.1.1 For Light Commercial Vehicle of minimum 6 tons payload

- a. The vehicle shall be fully built up type including driver cabin and loading body. Only chassis type vehicle shall not be considered.
 - b. All the three sides of load carrying body of the vehicle shall be removable type (i.e. drop side deck type) for easy accessibility of the cascades.
 - c. Cargo deck: 5180mm length X 2230mm width X 610 mm height to accommodate the cascade of 3000 WL Capacity .
 - d. Indicative cascade dimensions (approx.): 4000 mm Length X 2210 mm Width X 1905 mm Height (For details, refer attached drawings)
 - e. Pay Load: Not less than 6.0 Tons
 - f. Fuel: CNG
19. DCP (ABC Type) stored pressure Fire extinguisher of 9 kg capacity of reputed make Safex/ Kanex for each VEHICLE shall be supplied by Bidder. Bidder shall mount fire extinguishers on the Vehicle as per the directions of Engineer-in-charge. The cost of supply and fabrication of steel material for mounting the extinguishers shall be borne by the bidder. The bidder will be responsible for periodic health checkup, maintenance of the fire extinguishers as per its OEM standards.



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20. Payment shall be effective from the date when bidder has completed mounting of cascade and ready for filling of CNG. Also obtaining permission for 24 hours Entry Permit from traffic police shall be requisite condition for the bidder so that commercial operation of BGL is not affected.
21. Payment of all taxes, duties, and service charges etc. on the Vehicle as per statutory requirements shall be borne by the bidder except toll gates charges.
22. **Indemnity:** Bidder shall indemnify company for any accidents or incidents or damages to the BGL or retail outlets or TSRTC depots or any third party men, material and property etc as referred under Motor Vehicle Act. Bidder to submit an undertaking Indemnity Bond as per Format-13 in bid document
23. **Transport Operation:** Transport services shall be provided round the clock on designated routes and as per the schedule given by Engineer-in-charge on all days. Transport services shall be governed as follows :
- Opening of Entire Mobile cascade CNG cylinder valves for unloading CNG. Disconnect the quick connect coupling of the cascade after proper de-pressurization of the hose, as soon as storage pressure falls to a level decided by the Engineer-in-charge and transport the cascade to Mother/ filling stations. Closing of Entire Mobile cascade CNG cylinder valves for safety during transit. Any damage caused to BGL will be suitably recovered from the bidder by BGL
 - Opening of Entire Mobile cascade CNG cylinder valves for loading CNG. Connect the cascade with the filling hose by connecting quick connect coupling available at mother stations for refilling. Any damage caused to BGL will be suitably recovered from the bidder by BGL
 - Transport the filled mobile cascades from Mother/ filling stations to daughter stations and connect to station tubing through quick connect coupling and unload by Opening of Entire Mobile cascade CNG cylinder valves. Any damage caused to BGL or retail outlet will be suitably recovered from the bidder by BGL
 - Each Vehicle shall be provided with a logbook for recording of the pressure level in the mobile cascade in each bank, time, station name etc. to be filled at commencement of each trip. Driver shall also record any leakage, burst disc failure during the trip. The logbook has to be signed by station manager / technician for each trip & countersigned by control room shift in-charge of BGL on daily basis. Also, driver should record the pressure level in the mobile cascade and stationary cascade at retail outlets in the vehicle log book.



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- e) Daily filling & dispatch statement has to be prepared by the bidder and the same has to be submitted daily at the respective control rooms of BGL by 8AM daily.
24. The Vehicle drivers and attendants shall wear **uniform** as approved by EIC and the same to be supplied by the bidder. Drivers have to wear the **PPEs like helmets, safety shoes** etc in the operational premises and maintain the discipline & decorum in the CNG stations. Drivers without proper uniform will not be allowed for duties and penalty will be imposed.
25. Bidder shall depute supervisors for smooth operation of transport services to the satisfaction of Engineer-in-charge. Supervisors shall be provided with the conveyance and mobile phone having two way communication facilities for effective supervision and better co-ordination.
26. Bidder shall carry out all schedule maintenance of Vehicle and provide the copy of schedule maintenance record to Engineer-in-charge on monthly basis. Bidder shall plan schedule maintenance in consultation and prior permission of Engineer-in-charge.
27. **Off Time:** Bidder shall be allowed to avail **maximum of 2 days off in a month per vehicle** for maintenance of Vehicle. This period of two days includes any scheduled/ unscheduled maintenance/ breakdown of VEHICLE. The period also includes taking the VEHICLE for statutory requirements to the office of Transport Dept. for the purpose of obtaining fitness certificate and all other statutory documents, including hydrotesting of CNG storage cylinders installed in CNG fuelled vehicles. The given Off time of 02 days in a month per vehicle can be carried forward to the next month and shall not exceed maximum cumulative Off time of 04 days per vehicle in any calendar month.
28. **Penalties :**
- a) In case, bidder does not provide LCV services during the contract due to any reason, a penalty shall be imposed which shall be applicable as under :
- Penalty = Double the prorate monthly fixed charges for the period of absence.
- In case of accidents of **any LCV** where there is likely delay of more than 7 days including allowable 2 days, replacement vehicle shall be provided to BGL. Otherwise, penalty would be levied on the remaining period of absence on prorate basis as given above.
- b) In case, bidder fails to meet the minimum guaranteed of 4000 kms per LCV on cumulative basis for his allotted number of vehicles, the following penalty is applicable :



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Upto 90% of 4000 Km (i.e up to 3600 Km per LCV on average), penalty @ of 1.5 times the prorated per km charges will be deducted against the shortfall (i.e up to 400 km) for the reasons which is attributable to the bidder.

Whereas for Km run below 90 % level (< 3600 km per LCV on average), 2 times the prorated per km charges will be deducted against the shortfall (for more than 400 Km) for the reasons which is attributable to the bidder.

Penalty under above Clause (a) and Clause (b) are applicable separately.

- c) Failure to comply with HSE requirements given under Annexure – A shall attract penalty of Rs. 500/- per each noncompliance.
- d) In case, more than 10% of the loaded CNG cylinders are returned to Mother Station/Filling station from DBS without unloading, no payment shall be made for the trip and shall be treated as cancelled; however up to 10% above penalty clause c) will be applicable.
- e) For imposing of all the above penalties, the decision by BGL EIC is final and binding.
- f) If the bidder fails to arrange / repair the Vehicle Tracking System, then a penalty of **Rs. 2000/-** per vehicle per month will be levied.

EIC shall be final deciding authority in assessing the penalty.

- 29. The bidder shall obtain the Traffic Police clearance for 24-hour entry permit for plying CNG cascades mounted VEHICLE on road. Any assistance / document required in this regard shall be provided by BGL. The Vehicle movement shall not be restricted within the city of Hyderabad and therefore necessary permit for state transport movement in Hyderabad shall be obtained by the bidder at its own cost. The commercial operation of BGL should not be effected for non-compliance of such requisite permits. If at all the operation is effected, the loss shall be recovered from the bidder on the rate decided by the Engineer-In-Charge.
- 30. **Insurance:** The bidder shall be required to take Comprehensive Insurance Policy including third party coverage for each vehicle from a reputed Insurance Company and shall keep in force during the tenure of the contract. For all other company's materials i.e. cascades, etc. BGL will arrange insurance at its own cost. In case of any damage caused by the act of the bidder personnel to company's property on the vehicle and is not recoverable from the insurance company the same will be recovered from the bidder.

Contractor shall at his own expense carry and maintain insurance with reputable insurance companies as follows: -



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- a] **Employees State Insurance Act (Wherever applicable).**
- b] **Employer's Liability Insurance.**
- c] **Insurance as applicable stated in scope of work.**

31. Vehicle provided under the transport services should be covered by **ZONAL PERMIT** at bidder's cost.

32. The bidder shall ensure that no person in the vehicle would smoke or no fire or other ingredients of ignition should be permitted in the vicinity of the vehicle. No other goods should be carried in the vehicle. The vehicle engaged for transportation of CNG shall not carry any persons or goods other than the crewmembers of the vehicle.

33. **EXCLUSIONS**

The following shall be provided by BGL:

- a) CNG Cascades

However if the damages happen, which are solely responsible to contractor/driver and is rejected by, BGL ensures the same shall be recovered from bidders bill.

34. **LOCAL CONTACT OFFICE**

It is necessary that the bidder has a contact office in Hyderabad and gets the photographs, names and addresses designations and signatures of their authorized Supervisors/ representative duly registered in advance with the BGL.

35. **CNG FUEL FOR LCV's RUN BY CNG:**

Upon the request of the bidder, CNG Fuel shall be supplied only at Mother Station, Shamirpet. The bidder shall pay the amount in the first week of every month for the fuel consumption of the previous month. Bidder shall submit a **Bank Guarantee/DD for Rs. 50,000/- per vehicle** towards purchase of CNG, in favor of BGL and shall be valid for a period of 4 years. However, it is not binding on BGL to supply CNG and the credit facility can be withdrawn by BGL at any time during the contract period without giving any notice.



Annexure - A

HSE REQUIREMENTS FOR DEPLOYMENT OF VEHICLES (LCV)

1. Driver Management Standards

Area	Minimum Standards / Requirements
Driver Assessment	<ul style="list-style-type: none">▪ Valid driving license for the type of the vehicle being driven and in the country where they are driving.▪ LCV driver must have a valid license of Dangerous and Hazardous Goods Carrying Certificate/ Explosive vehicle driving license and Badge no.▪ Driver should have minimum 4 years experienced for the type of vehicle.▪ Drivers must inform their line managers for any changes to the status of their license, as soon as reasonably practicable.▪ Drivers police verification certificate to be submitted.
	Periodic Re-qualification must be conducted in the following circumstances: <ul style="list-style-type: none">➤ In the event of complaints regarding the quality of driving.➤ If involved in Accident Drivers shall be changed accordingly, considering the sensitivity of gas transportation.
Traffic Laws	b) Must obey speed limits and traffic rules. c) Where local road and weather conditions dictate, drivers must adjust their driving behavior to suit.
Alertness of Driver	<ul style="list-style-type: none">▪ Drivers shall not take any unauthorized / stranger passenger(s) or luggage/loads etc.▪ The maximum driving time within a rolling 24 hour period shall not exceed a total of 12 hours including lunch and tea breaks.▪ Line managers must ensure that reward mechanisms do not provide an incentive for drivers to work excessive hours which could lead to them driving whilst tired▪ Must stop driving if the driver is tired/ unhealthy. They should make alternative travel arrangements or have an appropriate period of rest/sleep before continuing long journey.▪ Ensure that the vehicle is in a roadworthy condition at all times/ if vehicle is not in road worthy condition it should be stopped immediately.
Mobile Phones	d) Must not operate any mobile phone call while driving. e) To attend any incoming call, if it urgent then stop the vehicle at the



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	Side of the road by giving proper indications to the traffic behind.
No Tobacco / Drugs & Alcohol	<ul style="list-style-type: none">▪ Drivers must not be under the influence of alcohol or drugs, or any substance or medication that could impair their ability to drive.▪ Periodic random sampling to be under taken by the bidder supervisor.▪ If any driver found drunken during/before travelling he should be removed from the job.
Incident Reporting	<ul style="list-style-type: none">▪ Immediately report to line managers / superiors for any type of road traffic incidents/accidents where the vehicle is involved.▪ Concerned line Managers/Supervisors must report all the road traffic Incidents/Accidents in line with BGL Management.
Driving Hours	<ul style="list-style-type: none">▪ The driver will record his hours of work in vehicle log book and the working hours of driver shall not be more than 12 hours.▪ The bidder will supply the records of the driver working hours with his monthly invoice. In the absence of records of hours, the invoice will not be paid.▪ The transport manager should maintain the driver's records and carry out regular audits to ensure compliance with the above.
Other Safety Tips	<ul style="list-style-type: none">▪ Follow the recommended service schedules given by Mfr. of vehicle and have all repairs made by an authorized dealer.▪ Opening/ closing of CNG mobile cascade cylinder valves for safety during transit.▪ Spark Arrestor to be provided for each vehicle.▪ Supply, periodic Servicing & Maintenance of DCP (ABC Type, 9 kg Stored Pressure) Fire Extinguishers as per OEM Standards.▪ Ensure periodic checks / preventive maintenance▪ Copy of PUC certificate/ Tax Certificate/ Fitness Certificate/ Insurance INCLUDING THIRD PARTY COVER must be carried by the vehicle.▪ Driver should carry valid driving license, prior to expiry date license to be renewed.▪ Driver shall undergo periodic medical checks and certificates shall be kept.

2. Vehicle Management Standards

The exact specification for hiring the vehicles shall be commensurate with the risks involved and specified by the user department.

All vehicles used for BGL business must be fit for purpose, insured for business use, comply and have been maintained in accordance with manufacturer's recommendations.

All vehicles must comply with relevant National Standards/RTA rules.



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3. Vehicle specifications

Vehicles supplied to BGL must be of registration in Telangana and year of manufacture and capacity of LCV shall be as per tender specification.

The following equipment / features should be installed, available and securely fixed, where:

- a. The fuel used by the LCV shall be CNG and the CNG kit fitted into Vehicle shall be BIS/PESO Authorized OEM (Original Equipment Manufacturer) supplied kit which shall be fitted in vehicle during manufacturing process.
- b. Retrofitted CNG vehicle shall not be accepted.
- c. The vehicle provided by the Bidder shall be newly purchased vehicles which shall comply latest BS Emission Norms.
- d. The Payload capacity of vehicle shall be 6.0 Metric Ton means Vehicle shall have load carrying, capacity of minimum 6.0 Metric Ton (RTO approved). Gross Vehicle Weight (GVW) shall be as per original equipment manufacturer (OEM).
- e. Vehicle shall fulfil all the ARAI/CMVR/Other Statutory Compliances and RTO Norms.

3.1 Design features

- a. Rear view Mirrors (One on each side)/ Wipers/ Signal Lights/ Breaks/ Hand Breaks.
- b. Odometer should be in working condition. Vehicle to be fitted with reverse horn.
- c. LCV should be equipped 2 nos. stopper (wheel chokes) and should be placed during or decanting, failing in which contractor shall be liable for penalty as Rs.1,000/- per instance. LCV should be equipped with required special tools and tackles for maintenance.
- d. Vehicle shall have following features and maintained throughout the contract period.

Sr. No	Features
1	Seat Belt
2	Ergonomic Cab Layout
3	High level Brake Light as per OEM supplied
4	High Intensity Discharge Headlamps
5	Reflective Strips and Reflective Markers on the Vehicle as per RTO norms
6	Side indicators on all Corners of the Vehicle
7	Reversing Alarm (Reverse Horn)
8	Power Steering



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9	Dash-board with Odometer, Fuel indicator, Temperature Meter & Road Speed Indicator
10	Both the Side Rear view Mirror
11	The exhaust system shall have spark arrestor approved by PESO

- e. Following essentials shall be maintained in the Vehicle throughout the Contract Period:

Sr. No	Features
1	Wheel Jack with Jack Rod
2	Tool Kit
3	Spare Wheel with good tread and in undamaged condition
4	First Aid Box
5	Reflective Warning Triangles – as per Vehicle OEM
6	01 Fire Extinguisher – ABC type 09KG/10Kg. Stored Pressure as per IS 2190-2010
7	TREM Card (As per the standard details & formats given by Owner)
8	Cordoning Fluorescent Tape printed on both the sides – 01 Nos. (Length 200m)
9	Vehicle Log Book (As per the standard details & formats given by Owner)
10	Driver Attendance Register (As per the standard details & formats given by Owner)
11	Reflective Jacket – 2 nos.
12	Metal Wheel Chocks – 2 nos. minimum
13	Reflective Cones – 5 nos.

- f. The list of contents in the first aid box:

Sr. No	Item Description	Qty
1	Small size Sterilized Dressings 1 inch wide (Finger Dressing small)	6 Pcs.



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2	Medium Size Sterilized Dressings 2 inch wide (Hand & Foot Dressing)	3 Pcs.
3	Large size Sterilized Dressings	3 Pcs.
4	Large size Sterilized Burn Dressings	3 Pcs.
5	Role or Adhesive Plaster (1.25 cm x 5 m)	1 Role
6	Sterilized Eye Pads in Separated sealed Packets	6 Pcs.
7	Cotton Wool	2 Roll
8	Waterproof Band Aid	5 Nos.
9	Antiseptic Solution 100ml	1 Bottle
10	Cream for Burns	1 Nos.
11	Small Pain Relieving Spray	1 Nos.
12	Antiseptic Cream	1 Nos.
13	Scissor	1 Nos.
14	Gloves	1 Pair
15	First Aid instruction in Telugu /Hindi/English	1 Leaflet

4. Emergency kits / accessories

List of Important contact numbers/ Term Card/ Haz-chem Board/ proper clamping for keeping fire extinguisher with 9 Kg DCP (ABC Type, Stored Pressure) Fire Extinguisher/Hand torch should be provided for each vehicle.

5. Other Safety Requirements

- Loads must be secured so that they do not cause Vehicle instability and do not exceed manufacturer's specification for the Vehicle.
- All drivers should check the vehicle condition on a daily basis as per the checklist.
- Maintenance of the vehicles should be carried out through a manufacturer approved garage and the schedule of preventive maintenance should be in accordance with the manufacturer's recommendation.
- Maintenance and repairs to vehicles on BGL business shall be carried out at OEM (Original Equipment Manufacturer) or approved facilities.
- All LCV's must be permanently fitted with spark arresters.
- Iron wheel chokes to be kept in each vehicle and LCV drivers have to use them when the vehicle is in rest position.
- The proforma of checklists will be given to Vehicle bidder after awarding the contract and the same checklists to be maintained by vehicle bidder and should be produced along with monthly invoice.



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6. Inspection/ Repair/ Maintenance of Vehicle

It should be ensured that all vehicles are well maintained & checked regularly.

6.1 Inspection

- a. Regular inspection on monthly basis needs to be done in order to ensure that the vehicle is in safe condition and is fit for the purpose.
- b. If any leaks are observed, it should be brought to the notice of BGL and get rectified immediately.
- c. Inspection records of the same should be maintained. Based on the inspection any non-conformity shall be reported to Engineer In-charge immediately by vehicle user. And the non-conformities shall be rectified within one day of intimation.

6.2 Preventive / Periodic Maintenance

Periodic Maintenance is based on the manufacturer's recommendations and has to be carried out by the authorized service representative of the vehicle manufacturer. The vehicles need to be tracked for the no. of Kms. so that they have plied and the service planned well in advance.

7. Replacement of Vehicle / Tyre / Component

7.1 Replacement of vehicle

Vehicles may need replacement on a case to case basis in the event of accident to the vehicle or damages / recurring issues with the maintenance of the vehicles. In such events the concerned department head needs to provide justification for replacement of the vehicle. Regular replacement is to be done as per the tender specifications.

7.2 Replacement of Tyre

- a) LCV Bidder shall provide wheel jack, tool kit and spare wheel(s) in good condition for each LCV.
- b) Tyres of the vehicles need to be replaced on the following conditions:
 - i. Completion of 50,000 Kms/ As per OEM specifications.
 - ii. Frequent issues with the tube leading to deflations
 - iii. Showing heavy wear and loss of Tread.
 - iv. Condition of tyres and spare wheel (All tyres have minimum of 2 mm tread depth – no tears, cuts or bulges)
- c) Usage of re-treaded tyres (i.e. remoulding of tyre) is not permitted.

8. Legal requirement and documentation

The drivers shall keep the original copies of their licenses with them while driving the vehicles. The vehicle drivers shall ensure that their driving licenses are valid and renewed on time. The bidder shall submit all records related to the vehicle/driver qualification and validity of vehicle and driving license to the O&M department at the time of deployment. All the LCV drivers must have valid explosive license certificate.



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8.1 The legal documents include:

- **Registration Book**
- **Insurance**
- **Driver's license**
- **PUC**
- **Fitness Certificate issued by Transportation Department (RTO)**
- **Tax certificate.**

The contractor shall submit the copy of all the valid documents of deployed vehicle i.e. Registration Book, Insurance Certificate, Fitness Certificate/ Manufacturer's inspection (in case of new vehicle), Receipts of Road Tax Paid, and Permit with all taxes to Engineer in Charge before deployment of the vehicle. For hired vehicles the contractor shall share the copy of arrangement/ agreement made with the vehicle owner.

9. Training

It is mandatory for the Bidder to get the drivers fully acquainted with BGL Safety requirements.

The Bidder shall notify BGL of any change in drivers so that the new drivers, if acceptable to BGL, can go through the approval process before they are permitted to perform duties. The Bidder shall provide timely notification and shall ensure that such personnel changes do not disrupt the service provided by the Transporter.

The bidder shall conduct periodic training program to get the drivers fully acquainted with OWNER safety requirements. The contractor will make the drivers available to OWNER for training on defensive driving, first aid, firefighting, emergency preparedness and any other training which OWNER considers necessary. New drivers prior to commencing their duties shall undergo an induction program carried out by supervisor/ fire and safety supervisor. In case complaint of driving quality and involvement in an accident, immediate corrective action may be taken to avoid repetition of such incidences in future.

10. Induction:

New drivers prior to commencing their duties shall undergo an induction program carried out by supervisor/Fire & Safety Supervisor at the Mother Station.

11. Authorization to drive

11.1 Defensive Driving:

All the drivers working for the organization must undergo the defensive driving program, in REDDI (Road Safety Education and Defensive Driving Institute).

11.2 Periodic Re-qualification is to be conducted in the following circumstances:



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- In the event of complaints regarding the quality of driving
- If involved in Accident

11.3 Accident & Incident Reporting & Investigation

- a) In addition to local legal requirements, all accidents and incidents involving injury to any person and/or damage of any sort to Company, bidder or third party property shall be reported to line management / reporting officer as soon as practicable. Incidents with significant impact (fatalities, serious injuries and major damage) shall be reported instantly or verbally. Reporting of all incidents can initially be by phone, but shall be followed soon afterwards by a full written report describing the incident and the extent of any injury/damage as per BGL Incident Reporting Format.
- b) Where there is reasonable cause, any driver involved in an accident while driving on Company business should undergo a suitable medical review, to investigate and control any health related factors, before recommencing driving duties.

12. Journey Norms

Following norms are to be issued to drivers and will be strictly followed while performing all official / personal journeys:

- a) Break journey at every two hours for 15 minutes
- b) Lunch break of a minimum of 1/2 hour is a must for drivers.**
- c) Strictly follow the posted speed limits/ The LCV drivers should not cross 50 km/hr.
- d) Drivers must not operate / attend mobile phone call while driving.
- e) Stop immediately, if the driver feels unwell or tired due to fatigued condition
- f) No driving under medication (consult doctor if so)
- g) No driving under intoxicated state (alcohol/ drug consumption)
- h) While re-fueling, switch off engine, cell phone and do not smoke.
- i) Be aware about abnormal weather condition.
 - Driver (or) traveling person to be fully knowledgeable of roads & areas of traveling route and prevailing situation.
 - Any penalty levied by traffic or RTO etc authorities is in the scope of bidder.

13. Failure to Comply:

If the bidder fails to comply with any of the above details that are specified in the contract will result in an appropriate monetary fine / penalty. Penalty will be deducted from the monthly invoices as detailed in the contract document Scope of work Clause 28(c).

14. Checklist to Scope of work : to be filled by the Bidder.



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Check list w.r.t Scope of work (mandatorily to be filled/accepted by the bidder)

Sr. No	Description	Scope as per Tender document	Agreed / Not Agreed
1	Vehicle Models:	The Vehicle Model for this contract should be of year 2021 or later only with CNG fuel.	
2	Ownership:	The contractor must have ownership of at least 40% of vehicles out of the total awarded quantity.	
3	Mobilization time	The bidder shall mobilize the transport services within 45 days from the date of written requisition by BGL EIC	
4	Communication set:	GPS tracking should be made available for monitoring at all the time and non-working of GPS for any LCV will be construed as deviation in the operation of LCV.	
5	Drivers duty	Hiring charges of Vehicle shall include services of Drivers and Supervisors for 24 hours in a day for all days in all the vehicles. No personnel shall be strictly allowed to work for more than 12 hours in a day for which adequate number of personnel shall be deployed. Bidder has to strictly follow the same and shall have to make necessary arrangements at his own expenses.	
6	Safety Complainece	The Vehicle drivers and attendants shall wear uniform as approved by EIC and the same to be supplied by the bidder. Drivers have to wear the PPEs like helmets, safety shoes etc in the operational premises and maintain the discipline & decorum in the CNG stations. Drivers without proper uniform will not be allowed for duties and penalty will be imposed	
7	Driver Management Standards	LCV driver must have a valid license of Dangerous and Hazardous Goods Carrying Certificate/ Explosive vehicle driving license and Badge no	
8	Driving Hours	The driver will record his hours of work in vehicle log book and the working hours of driver shall not be more than 12 hours.	
9	Statutory compliance	Bidder shall maintain proper record of his working employees attendance, PF & ESIC details and wages paid to them.	



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10	Contract manpower wages	The payment to be made to the person deployed at site should not be less than the Minimum Wages finalized by Central /State Govt finalized under the skilled category whichever is higher. Time to time rates applicable and wages applicable for Hyderabad City. Bidder should take the increase of wages into consideration and BGL shall not pay any increase / decrease in wages.	
11	Deployment schedule	The vehicle (s) to be deployed within 45 days from the date of intimation of requirement from EIC.	



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SECTION- 8

SPECIAL CONDITIONS OF CONTRACT



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SPECIAL CONDITIONS OF CONTRACT

1.0 GENERAL INFORMATION: -

BGL is in the business of inter alia of petroleum products & natural gas has emerged as a national leader in natural gas and as an international player in its field and has today achieved a profile & stature which have placed extraordinary demand on service requirements in order to meet which it is desirable that COMPANY engages a specialized agency to provide specialized services unconnected to its core activities of business.

1.1 In case of an irreconcilable conflict between Indian or other applicable standards, General Conditions of Contract, Special Conditions of Contract, Specification, Drawings or Schedule of Rates, the following shall prevail to the extent of such irreconcilable conflict in order of precedence:

- i. Letter of Acceptance/ LOI along with Statement of Agreed Variations.
- ii. Schedule of Rates as enclosures to Letter of Acceptance
- iii. Special Conditions of Contract
- iv. Service descriptions
- v. Instruction to Bidder
- vi. General Conditions of Contract
- vii. Indian Standards
- viii. Other applicable standards

1.2 The Special Conditions of Contract shall be read in conjunction with the General Conditions of Contract, Schedule of rates, specifications, drawings and any other documents forming part of contract whatsoever context so requires. Notwithstanding the sub-division of the documents into these separate sections and volumes. Every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the CONTRACT so far as it may be practicable to do so.

1.3 Where any portion of the General Condition of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract, unless a different intention appears, the provisions of the special Conditions of Contract shall be deemed to over-ride the provisions of the General Conditions of Contract and shall to the extent of such repugnancy, or variations, prevail.

1.4 Wherever it is mentioned in the specifications that the CONTRACTOR shall perform certain WORK or provide certain facilities, it is understood that the CONTRACTOR shall do so at his cost and the VALUE OF CONTRACT shall be deemed to have included cost of such performance and provisions, so mentioned.

1.5 The materials, design, and workmanship shall satisfy the relevant INDIAN STANDARDS, the JOB SPECIFICATIONS contained herein and CODES referred to. Where the job specification stipulate requirements in addition to those contained in the standard codes and specifications, these additional requirements shall also be satisfied.

1.6 Non-familiarity with site condition and unawareness of General Condition of contract will not be considered a reason either for extra claim or for not carrying out work in strict conformity with drawings and specifications.



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1.0 GENERAL as the Scope of Services

- 1.1 The transport services shall be provided in terms of shift patterns on round the clock basis as mentioned in the tender document.
- 1.2 The bidder is required to carry out all services as mentioned in the scope of service and schedule of rates on all the 365 days including Sundays and all holidays
- 1.3 The bidder shall allow weekly rest to his workmen and daily working hours will be fixed as per relevant Act/ Law/and rules made there under but not more than 12 hours on continuous duty in a day. However, no work shall be left incomplete / unattended on any holiday/ weekly rest. The bidder or his authorized representative shall interact with Engineer-In-charge daily for smooth movement of the transport services.
- 1.4 Bidder has to ensure the safety of man and machine all the times. The bidder shall remain at all times liable to BGL for any loss or damage caused to any building plant machine, of BGL due to careless, negligent, inexperienced act of default of the bidder, his/their agents, representative or employees. BGL shall be the sole judge as regards the quantum of loss or damage and it shall be entitled to deduct from the amount payable hereunder to the bidder the cost of repairs or the amount of loss or damages.
- 1.5 The bidder will be liable for any loss or injury to BGL employees/agents due to careless, negligent, inexperienced act or default of the bidder, his / her agent's representative or employees.
- 1.6 Regarding work completion, the decision of the engineer-in-charge shall be final.
- 1.7 BGL does not make any commitment to provide contract employees with facilities such as office accommodation canteen, tea, toilet, telephone etc.
- 1.8 All personnel of the bidder entering on work premises shall be properly and neatly dressed and shall wear uniform, badges while working on premises of the company including work sites.
- 1.9 Bidder shall maintain proper record of his working employees' attendance, PF & ESIC details and wages paid to them.**
- 1.10 The bidder's representative/ supervisor shall report daily to the shift-in-charge in the control rooms for day-to-day working, filling & dispatch of Vehicles.
- 1.11 The bidder will strictly adhere to all the safety rules and regulations prevailing and applicable from time to time at the installations as directed by BGL.



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- 1.12 The rates quoted by the bidder must be inclusive of all taxes, duties and other statutory levies on the vehicles, P.F, ESIC to drivers/staff and insurance charges, bidder profit, repair & maintenance cost of the Vehicle, license permits, works contract tax and any other expenditures.
- 1.13 It will be the responsibility of the bidder to pay as per the minimum wages of the appropriate government rules applicable under the minimum wages act.
- 1.14 The services shall be provided in terms of shift pattern on the round the clock basis. The bidder is responsible to provide effective and efficient services in all shifts and assure that there is no disruption in the service for want of any resources.
- 1.15 BGL reserves the right to utilize the LCV at other cities in the state at its discretion on the same rate, terms and conditions.
- 1.16 All arrangement for communication from mother/filling stations to the drivers working on jobs under the contract shall be the responsibility of the bidder. The bidder has to provide mobile phones having two way communications to his supervisor and drivers.
- 1.17 The bidder shall indemnify the company from any claim of the contract labour.
- 1.18 All the jobs mentioned under scope of services shall be carried out as per sound engineering practices, work procedure documentation and as per the guidelines/ direction of engineer-in-charge or his authorized representative.
- 1.19 No Vehicle can be taken out of service for more than three days (accumulated accounts) on account of repair and maintenance or otherwise without providing the replacement
- 1.20 BGL reserves the right to split the total requirement of vehicles among various bidders.
- 1.21 The rates quoted by the bidder must be inclusive of all statutory levies on the vehicles, contractor share of P.F., ESIC, Bonus, Leave Encashment and vehicle insurance charges, contractor profit, repair & maintenance cost of the vehicles, license permits and any other expenditures like road tax, etc.
- 1.22 It will be the responsibility of the contractor to maintain applicable statutory regulations, duty hrs of driver as per motor vehicle act, pay the salary, and other statutory payments as per the minimum wage Act, Factory act and any other applicable act.

2.0 WORK SPECIFICATION: -

All the specifications for the work shall be as per scope of work & schedule of rates which are self-explanatory. However, whenever required Modifications / Alterations



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will be done as per the Site / Operation requirement and the decision of the Engineer-In-Charge shall be final and binding on the Contractor.

2.0 CONTRACT VALUE: -

The value of work under this contract shall be as per quantities mentioned in the SOR. Actual work may vary to any extent plus or minus to the attached quantities and the contractor must do so as per BGL's requirement. The Minimum value of work will be as mentioned in the SOR.

3.0 INSPECTION

BGL shall have the right to inspect Vehicles to confirm their conformity to the Contract specifications and shall be liable to rejection/cancellation if such specifications or safe/roadworthy conditions are not met.

4.0 PAYMENT TERMS

- 4.1. Monthly running account bills in triplicate along with the proof of deposition of employee & Employer's PF contribution, ESI, Goods & Service Tax payments to be submitted by the contractor for certification by Engineer-In- Charge. The bills are to be duly certified by Engineer-In-Charge or a person authorized by him. Payment would be released by our Finance Department within 15Days from the date of submission of acceptable & duly signed (by EIC) Bills.
- 4.2. All taxes, duties levies shall be deducted from the bill as per the applicable rules, regulations and Amendments of the Government.
- 4.3. The Final Bill shall be submitted by the contractor within a month from the date of completion of the contract and payment of final bill shall be made to the contractor within 30 days of submission of the bill and after the closure of contract.
- 4.4. Payment shall be made on monthly basis at actual, as per schedule of rates, within 15 days upon receipt of Invoice/ bills at BGL, Hyderabad in proper order along with all necessary documents duly certified by the Engineer-in-charge.
- 4.5. TDS or any other deduction if applicable during the contract period shall be deducted on monthly basis against each bill. WCT, or any other tax levied by Govt. shall be borne by the bidder **GST which shall be paid directly by BGL.**
- 4.6. Incase Bidder have any disparity in the bill Amount and paid Amount same will be intimated by the Bidder within 45 days from the date of submission of bills.
- 4.7. Monthly running account bills in triplicate along with the proof of deposition of Employee & Employer's PF contribution, ESIC etc (Statutory requirements) are to be submitted by the Contractor for certification by Engineer-In- Charge.

5. CONTRACT PERFORMANCE SECURITY (SECURITY DEPOSIT)

5.1 The Contractor shall furnish to the Employer, within 30 days from the date of



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notification (FOI, LOI, LOA, WO) of award, a security of 3% of Total Order / Contract value in case contract period is less than one year or 3% of Annualized Order/ Contract value in case contract period is more than one year.

5.2 Contract Performance Security which will be valid for 90 days beyond the contract expiry date shall be refunded after the Defect Liability Period. GCC clause 2.13 of Contract Performance Security shall be followed.

5.3 In addition to existing specified form (i.e. Demand Draft (DD)/ Banker's Cheque/ Bank Guarantee/Letter of Credit) mentioned in tender documents for submission of Security Deposit/ Contract Performance Guarantee, the successful bidder can also submit the Security Deposit/ Contract Performance Guarantee through online banking transaction i.e. IMPS/NEFT/RTGS etc.

5.4 Defect Liability Period (DLP) is 3 months from the date of completion of the contract.

5.5 BGL shall have the right to recover from the security deposit/bank guarantee the balance amount, if any, which could not be recovered from the payments to the bidder under any of the clause of this contract.

5.6 The bidder shall be liable to pay further balance of recovery/claim if any, which could not be recovered from the payments to the bidder and/or from the security deposit/bank guarantee.

5.7 In case the bidder fails to carry out the job, as per the terms and Conditions of the contract, the security deposit/bank guarantee is liable to be forfeited/invoked, without prejudice to any other right, which BGL may have under this contract or otherwise.

5.8 The bidder has to provide CNG Fuelled LCV's and opts for CNG Purchase from BGL Mother Station has to submit an additional guarantee of Rs. 50,000/- per vehicle and valid for a period of four years/or till bidder avails such option towards purchase of CNG. This BG is separate in addition to the PBG to be submitted for LCV transport ation as per clause no.5.1.

6. CONTRACT AGREEMENT:

Bidder has to execute an agreement in the proforma enclosed Format –F5 at section 5 –(Forms & Formats) of the tender document on a non-judicial stamp paper of appropriate value within 15 (fifteen) days of the issue of Work Order. The cost of non-judicial stamp paper shall be borne by bidder.

7.0 PERMITS & CERTIFICATES

Bidder shall procure, at his expense, all necessary permits, certificates and licenses required for free movement of Loading / Unloading of Vehicles by virtue of all applicable laws, regulations, ordinances and other rules in effect at the place where any of the work is to be performed, and bidder further agrees to hold Owner harmless from



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liability or penalty which might be imposed by reason of any asserted or established violation of such laws, regulations, ordinances or other rules. Owner will provide area of operation for the vehicles from time to time and necessary assistance shall be provided to the bidder to obtain the required permit.

8.0 ACCOMMODATION / TRANSPORTATION / MEDICAL

The bidder shall make his own arrangement for the accommodation of his personnel at respective locations and subsequent transportation arrangement for them from their place of residence to work place or any other place as required and company shall have no obligation in this respect. The company shall not be responsible for providing any medical assistance to the contract personnel.

9.0 DISCIPLINE

The bidder shall be responsible for the discipline and good behavior of all his personnel deployed in the services contracted and should any complaint be received against any of his employee, he shall arrange to replace such persons within 24 hours of notice issued by the Engineer-in-charge. The decision of the Engineer-in-charge in this matter shall be final and binding on the bidder.

10.0 GATE PASS / IDENTITY CARD

If required by the BGL the bidder shall arrange to supply / renew identity card to his workforce at his own cost for security or for any other reasons. Those bidders' personnel shall be required to carry their respective identity cards while on duty and produce on demand.

11.0 RIGHT TO GET SERVICE CARRIED OUT THROUGH OTHER AGENCIES

Nothing contained herein shall restrict BGL from accepting similar service from other agencies, at its discretion and at the risk and cost of the bidder, if the bidder fails to provide the said service as per the terms, scope specified in this tender any time.

12.0 SUB LETTING OF CONTRACT

No part of this contract shall be transferred or assigned or sub-let, directly or indirectly to any person / firm or organization without prior permission from BGL.

13.0 DURATION OF CONTRACT

13.1 The period of contract shall be Four Years from the date of issue of FOA/ WO / from the date of intimation of EIC.

13.2 During the tenancy of this contract, BGL can increase and or decrease the number of the vehicles required. The quantity of work / services(s) showing in the schedule of rates is tentative. **No compensation on account of decrease or increase of scope**



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of services shall be payable to the bidder whatsoever may be the reasons thereof.

- 13.3 Contract period is **extendable by 06 months** at the same rate, terms and conditions.
- 13.4 Bidder will have to mobilize the vehicles within 45 days from the date of work order / written demand served by the Engineer-In-Charge. The contract period shall be reckoned from the date WO.
- 13.5 The agreed rates shall remain firm till the expiry of contract and the bidder shall not be entitled to any escalation or revision (statutory or otherwise) or any right to claim, whatsoever by way of representation, explanation, statement, or alleged representation or an outstanding or promise given or alleged to have been given by any employee of the company or due to bidders own ignorance or on account of the difficulties or hardships faced by him. The rates as such shall be inclusive of all taxes / duties / levies etc. and shall remain firm till expiry of this contract.
- 13.6 However, escalation / de-escalation on account of change of rate CNG will be applicable as defined in the aforementioned clause of this tender document with applicable base price at Hyderabad for local Transport.
- 13.7 Relevant information / certificates called for in the bid shall be annexed to the bid properly. Non receipt of any information / certificates with the bid shall entail rejection of the bid. Canvassing in any form shall entail disqualification.
- 14.0 **THE ENGINEER IN-CHARGE SHALL HAVE POWER TO**
- i) Issue the bidder from time to time during the running of the contract such further instructions as shall be necessary for the purpose of proper and adequate execution of the contract and the bidder shall carry out and be bound by the same.
- ii) Order the bidder to **remove or replace** any workman whom the company / considers incompetent or unsuitable and opinion of the company representative as to the competence of any workman engaged by the bidder shall be final and binding on the bidder.

15.0 **DEPLOYMENT SCHEDULE:**

Bidder shall deploy the vehicles within 45 days from the date of work order and as per the attached deployment schedule. BGL shall be in full power to refuse any or all of the vehicles which are not in a good condition serviceable for CNG transport or not meeting the specifications. Meeting the model and year of manufacture shall not be binding for acceptance by BGL. In this effect Engineer In-Charge shall be in full power to decide the suitability or unsuitability. However detail report of non-suitability shall be submitted by the Engineer In-Charge in writing.

The contractor shall submit schedule of deployment of vehicle / vehicles within 10 days of date of intimation of deployment of vehicle from EIC. The schedule shall be supported with the documentary proof.



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16.0 BIDDER'S WORKMEN

- 16.1 The bidder shall indemnify BGL & shall be solely and exclusively responsible for any liability arising due to any difference or dispute between him and his employee for the execution of this contract at any time during the contract period and also after the contract period is over for such cases arising out of the time when the contract was operative. All workmen engaged by the bidder shall be on his roll and be paid by him and BGL shall have no responsibility towards them.
- 16.2 The bidder shall ensure and will be solely responsible for payment of wages and other dues latest by **7th of the following month** to the personnel deployed by him in the presence of the Company's representative.
- 16.3 If, however, any claim is made by any employees of the bidder against the BGL for wages, compensation or any sum of dues, the bidder agrees to indemnify the BGL of all such claims and to pay all the expenses which the BGL may incur in defending any proceedings pursuant to such claims.
- 16.4 Unauthorized driving of the bidder's LCVs by his men, who do not possess valid necessary vehicle driving licenses within or outside the BGL's premises while handling transportation for the BGL shall not be permitted.
- 16.5 The bidder and his men shall abide by the rules and regulations of the BGL when they are within the BGL's CNG stations premises. All safety precautions as per the BGL's rules should be observed by the bidder and his staff/men so long as they are within the BGL's CNG station premises.
- 16.6 The bidder shall be responsible for and shall pay any compensation to their employee's payable under the Workmen's Compensation Act 1923 and 1933 and the amendments thereto for the injuries caused to the workmen. The bidder shall be responsible for and pay the expenses for providing medical treatment to any employees who may suffer any bodily injury as a result of any accident. In every case, in which by virtue of the provisions of section 12 sub-section 1 of workmen's compensation Act, 1923, the BGL is obliged to pay compensation to workmen employed by the bidder in execution of the works, and without prejudice to the rights of the BGL under section 12, sub-section 2 of the said Act, the BGL shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due from the BGL to the bidder whether under this contract or otherwise. The BGL shall not be bound to contest any claim made against it under Section 12, Sub-section 1 of the said Act except on the written request of the bidder and upon his giving to the BGL full security for all costs for which the BGL might become liable in consequence of contesting such claims.
- 16.7 The bidder shall be liable for all payments in time to his staff employed for the performance or carrying out of the said work and in respect of all claims and liabilities of the bidders business and the BGL shall in no event be liable or responsible for any payment and the bidder shall keep the BGL indemnified against the same and from all proceedings in respect thereof.



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- 16.8 The contractor shall duly introduce the Provident Fund Scheme to the staff employed by him, if so required, by law as envisaged by the provisions of Employees' Provident Fund Act.
- 16.9 The Contractor shall duly introduce the contributory scheme for the employees under him, if so required by law, as envisaged by the provisions of State Insurance Act, 1946.
- 16.10 The bidder shall observe and implement all the laws of the land and the rules frames there under which are beneficial to the staff employed by him and that the BGL shall, in no event be liable or responsible for any default that will arise out of non-observance of such laws, rules on the part of the bidder and that the bidder shall indemnify and keep indemnified the BGL against the same and from all proceedings in respect thereof.
- 16.11 The Bidder agrees to abide by the Motor Vehicles Act, payment of Wages Act and other Labour laws and regulation in force in the area where he is plying the LCVs.
- 16.12 The bidder shall indemnify and keep indemnified the BGL from any claims made under the Workmen's Compensation Act of 1923, Employees State Insurance Act, Employees' Provident Fund Act and/ or other Laws in force by the bidder's employees including the driver, cleaner, labour or any other person in connection with the transportation of the product.
- 16.13 The bidder shall indemnify BGL against all losses or damages caused to it on account of acts of the personnel deployed by the bidder.
- 16.14 The bidder shall ensure regular and effective supervision of the personnel deployed by him.
- 16.15 The payment to be made to the person deployed at site should not be less than the Minimum Wages finalized by Central /State Govt finalized under the skilled category whichever is higher. Time to time rates applicable and wages applicable for Hyderabad City.
- A.** The Contractor shall have his own PF Code No. with the RPFC as required under Employee P.F. & Miscellaneous Provisions Act, 1952 and extend benefits of Provident Fund, Employee Deposit Linked Insurance and Employee Pension Scheme, 1995.
- B.** The Contractor shall have his own ESI code no. allotted by Employee State Insurance Corporation (ESIC) as required under Employee State Insurance Act, 1948.
- C.** The Contractor shall submit the challans along with bank receipts/bank statement on monthly basis for the proof of depositing of P.F. contribution with RPFC and ESI contribution with ESIC.
- D.** The Contractor is required to obtain labour license under the provisions of Contract Labour (R&A) Act, 1970 from the Office of Labour Officer (State), State Govt.
- E.** The contractor shall discharge obligations as provided under various statutory enactment including the employees Provident Fund and Miscellaneous Provisions Act, 1952, Contract Labor (R&A) Act, 1970, Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workmen Compensation Act, 1923, Employees' State Insurance Act, 1948 and other relevant acts, rules and regulations enforced from time to time.



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- F. The contractor shall discharge obligations as provided under various statutory enactment including the employees Provident Fund and Miscellaneous Provisions Act, 1952, Contract Labor (R&A) Act, 1970, Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workmen Compensation Act, 1923, Employees' State Insurance Act, 1948 and other relevant acts, rules and regulations enforced from time to time.
- G. The contract shall be solely responsible for the payment of wages and other dues to the personnel, if any, deployed by him latest by 7th day of the subsequent month.
- H. The contract shall be solely responsible and indemnify the BGL against all charges, dues, claim, etc. arising out of the disputes relating to the dues and employment of personnel, if any, deployed by him.
- I. The contractor shall indemnify BGL against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by him.
- J. All personnel deployed by the contractor should be on the rolls of the Contractor.
- K. No contract worker below the age of 18 years shall be deployed on the work.
- L. The Contractor shall ensure regular and effective supervision and control of the personnel, if any, deployed by him and gives suitable direction for undertaking the contractual obligations.
- M. The personnel to be deputed by the contractor shall observe all security, fire and safety rules of BGL while at the site/work. His Work/Services will be supervised by the supervisors of contractor. Contractor has to be strictly adhering to guidance, instruction whenever required.
- N. Contractor shall provide proper identification cards for his employees to be deputed by him for Work/Services, duly signed by the contractor or authorized person on behalf of contractor.
- O. Contractor has to deploy the personnel with no past criminal records. Also the contractor has to provide police verification for all the persons deployed by him.
- P. While confirming to any of these conditions, the contractor should ensure that no law of state regarding labor, their welfare, conduct etc., is violated. The contractor shall indemnify BGL for any action brought against him for violation, non-compliance of any act, rules & regulation of center / state / local statutory authorities.
- Q. All existing and amended safety / fire rule of BGL are to be followed at the work site.
- R. Contractor shall ensure payment of wages to the personnel employed and meet all statutory obligations of payment as per Minimum Wages Act, 1948 and Payment of Wages Act, 1936.
- S. In case of accident, injury and death caused to the employee of the contractor while executing the work under the contract, the contractor shall be solely responsible for payment of adequate compensation, insurance money, etc., to the next kith & kin of injured / diseased. Contractor shall indemnify BGL from such liabilities.
- T. The Contractor is required to deposit ESI contributions through banks with Employee State Insurance Corporation on monthly basis and has to arrange Smart Cards to contract labours engaged by him from the Corporation.
- U. The contractor shall not employ or permit to be employed any person suffering from any contagious loathsome or infectious disease. The contractor shall get examined his employees / persons deployed from a civil govt. doctor.



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- V. No employees or person of contractor (including contractor) be allowed to consume alcoholic drinks or any narcotics within the plant premises. If found under the influence of above, the owner / BGL will terminate the contract immediately and may refer the case to police.
- W. The contractor hereby agrees to indemnify owner / BGL and harmless from all claims, demands, actions, cost and charges etc., brought by any court, competent authority / statutory authorities against Owner/BGL.
- X. Following documents shall be submitted by the Agency/Contractor to Engineer-In- Charge at various stages during the currency of the contract:
- Y. Immediately after issuance / receiving of Letter of Intent (LOI)/ Fax of Acceptance (FOA):
 - i. Application for issuance of Form-V for obtaining Labour license from Licensing Authority for engaging 20 or more contract workers.
 - ii. Copy of Labour License before commencement of work if 20 or more contract workers are engaged.
 - iii. List of persons along with Designation, Employee No., PF Account, ESI Card No., Insurance Coverage No., etc.
 - iv. Copies of Identity Card issued by the contractor of persons to be engaged in BGL.
 - v. Copy of Provident Fund Registration Certificate issued by concerned Regional Provident Fund Commissioner.
 - vi. Copy of Employee State Insurance Registration Certificate issued by Concerned ESIC (wherever applicable).

17.0 TERMINATION OF ORDER

17.1 Termination for Default

The Owner may without prejudice to any other remedy for breach of contract, by written notice of default sent to the bidder, terminate the contract in whole or in part:-

- a) If the bidder fails to deploy the vehicle / vehicles within the time period(s) specified in the contract ; or
- b) If the bidder fails to perform any other obligation(s) under the contract ; or
- c) Non-availability of service for any reason; and
- d) If the bidder fails to deploy the vehicles of specified model and year of manufacture.
- e) If the bidder, in any of the above circumstances, does not rectify his failure within a period of 2 days and the same if continues beyond 10 days, BGL reserves the right to hire the vehicles from any other alternate source at full risk and cost of the bidder and the actual charges incurred shall be recovered from the bidder inclusive of all taxes & duties.

17.2 Termination for non-requirement

M/s BGL may terminate the contract (whole or in part) in case the ordered vehicles are no longer in need which may arise out of policy or marketing related changes by serving prior due notice of One Month in this regard.

18.0 COMPLIANCE OF LAWS

The bidder which shall include the contracting firm / company shall be solely liable to obtain and to abide by all necessary licenses from the concerned authorities as



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provided under the various labour laws legislation's including labour license from the competent authority under the contract labour (Regulation & Abolition) Act 1970 and Acts made thereafter.

The installations where job is to be carried out are live and have hydrocarbon environment, bidder shall comply with all safety rules and regulations and other appropriate instructions issued.

19.0 ESCALATION AND DE-ESCALATION OF FUEL PRICES:

Escalation or de-escalation on account of fuel price changes shall be applicable only for a quantum change of Rs. 1/- or more from the base price per kg of CNG in the following manner:

For Local Transportation in HYDERABAD: $X * Y * R$

The applicable base price for a) CNG is Rs. 69.00 per Kg at Hyderabad respectively. Bidders to quote the running cost on the basis of these base prices.

Where,

1. **X** is the price difference (Actual price – Base Price) \geq [1]
2. **Y** is the running KM traveled in the month
3. **R** is the multiplying factor whose values are **R= 0.182**

20.0 OWNERSHIP OF VEHICLES:

The contractor must have ownership of at least 40% of vehicles out of the total awarded quantity; however, contractors may hire balance quantity of vehicle through long-term hire contract basis from other transporter, however, overall responsibility will lie with the main contractor only. Contractors may require showing original documents of the hired vehicle(s) to BGL for verification.

21.0 EVALUATION OF OFFERS:

Bid shall be evaluated as per evaluation criteria mentioned in volume-I of bidding documents

22.0 ALTERNATE VEHICLE:

Alternate vehicle may be allowed for a period of 3 months, subject to below mentioned payment terms, at the sole discretion of BGL with the specific approval of the alternate vehicle from BGL's EIC. However, vehicle offered by the bidder shall meet all other terms and conditions of the contract and shall be in absolute working condition and fully road worthy, duly registered with RTO, all taxes paid and comprehensively insured.

The monthly payment for vehicle supplied in lieu of model of deployment year, shall be payable @10% less than the quoted value for old model vehicles but to satisfy all the statutory compliances and terms in bid document. If the bidder fails to replace the alternative vehicle with specified model within first 2/3 months of deployment, then such LCVs shall be immediately stopped without any financial implication to BGL and applicable penalty for not supplying the LCV.

Expenses towards Loading, Unloading, Securely mounting of cascades on alternate



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vehicle supplied in lieu of model of deployment year, from BGL store and from alternate vehicle to new vehicle shall be borne by bidder.

23.0 LIQUIDATED DAMAGES:

Liquidated Damages shall be applicable for the late deployment of the respective vehicle by 0.5% per week of delay or part there of up to a maximum of 5% of its Contract value, for the vehicles which are not deployed as per the terms and conditions of the tender document.

24.0 The bidder shall have PAN, EPF, ESIC and GST Registration Number.

25.0 REJECTION OF TENDER

- 25.1 BGL reserves the right to accept or reject any or all tenders and to waive irregularities and Formalities at its own discretion.
- 25.2 Any attempt for canvassing shall debar the tender resulting in summarily rejection of the tender
- 25.3 Any party/parties not willing to accept/refuses the counter offer, the chance shall be provided to the next higher ranking party/parties. The party who has refused once shall not be considered thereafter.



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SECTION – 9

DEPLOYMENT SCHEDULE



Hiring of CNG fueled Light Commercial Vehicles (LCVs) for transportation of CNG through Cascades to CNG Stations and CGD Projects in and around Hyderabad.

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DEPLOYMENT SCHEDULE

Tentative Deployment Schedule shall be as follows:

S. No	Deployment Schedule	No of LCVs to be deployed
1	The vehicle (s) to be deployed within 45 days from the date of intimation of requirement from EIC.	50
Total:		50

Note:

- 1) BGL reserves the right to Pre-pone / Postpone the deployment schedule. However, 45 days prior intimation will be given to the bidder in writing by BGL EIC.
- 2) No Compensation on account of decrease of scope of services shall be payable.

In case the contractor fails to supply the required vehicle(s) as mentioned in the requisition letter within the time schedule as mentioned above Liquidated damage as in relevant SCC clause(s) shall be applied.



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SECTION-10

SCHEDULE OF RATES



Hiring of CNG fueled Light Commercial Vehicles (LCVs) for transportation of CNG through Cascades to CNG Stations and CGD Projects in and around Hyderabad.

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REFER E-TENDER NO.: BGL/525/2021-22 IN E-TENDERING WEBSITE /PORTAL - (<https://petroleum.euniwizarde.com/>) FOR SCHEDULE OF RATES



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**Bhagyanagar Gas Limited
SCHEDULE OF RATES (SOR)
Financial Bid / Priced Bid**

Bid Document ref: BGL/525/2021-22, dtd. 09.06.2021

Item : Hiring of CNG fueled Light Commercial Vehicles (LCVs) for transportation of CNG through Cascades to CNG Stations and CGD Projects in and around Hyderabad

Name of Bidder:	
------------------------	--

Items	Item / Description	HSN/ SAC Code	Unit	Qty	Unit Amount incl. all taxes & duties. Excl. GST (Rs)	Applicable GST	Unit Amount incl. all taxes & duties. incl. GST (Rs)		Total Amount incl. all taxes & duties. incl. GST (Rs) (in figures)	Total Amount incl. all taxes & duties. incl. GST (Rs) (in words)	
							$\frac{(G)}{=(E)X(F\%)}Rs.$	$(H)=(G)+(E)$			
(A)	(B)		(C)	(D)	(E)	(F) %			$(I) = (H)X(D)$	(J)	
1	Monthly charges for providing of minimum 6ton payload capacity CNG fueled light commercial vehicles (LCV) of Model 2021 or later Model with monthly fixed charges for 4000 Km free run, for transportation of CNG filled cascades for CNG and CGD projects in around Hyderabad on round the clock operations . as detailed in the tender document.		LCV- months	2,400.00				-	-	-	



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2	Running charges in addition to 1 above per month. (will be paid at actuals)		KM	24,00,000			-	-	-	
3	Estimated Fuel Escalation & Toll Charges per month to be paid at actual		LCV-Month	2400	XXXX	XXX	XXX	XXX	XXX	XXXX
Grand Total Amount incl. Of all taxes & duties incl. of GST in Rs. (sl.no1+2)									-	

Note:

- 1 Quoted price shall be inclusive of all taxes and duties except Goods and Service Tax and evaluation shall be done after considering the GST(either 12% or 5%).
 - a) The GST rate of 5% is subject to the condition that credit of input tax charged on goods or services used in supplying the services has not been taken and same shall be paid by BGL (service recipient) under Reverse charge mechanism(RCM) under section 9(3) of the GST Act.
 - b)The GST rate @ 12% is subject to the condition that the GTA/ LCV opting to pay central tax @ 6% & state tax @ 6%, henceforth, be liable to pay CGST & SGST (6% each) on all the services of GTA/ LCV supplied by it. Further, there is no restriction on the GTA from taking ITC if this option is availed and GST shall be payable by GTA/LCV (service provider). Declaration with respect to opting GST@5% or 12% shall be provided duly attested / certified by Chartered Accountant.
- 2 Monthly hiring charges should be quoted considering the cost of fuel (CNG) on a day before the date of bid submission.
- 3 CNG Fuel: The applicable base rate for CNG will be taken from the rates at the operational CNG station in Hyderabad GA.
- 4 In case the vehicle runs below minimum kms (kept in fixed charges) in a month then BGL shall not pay for underutilized Kms @ rate arrived for SOR items for Per Kms as per SCC clause no:28
- 5 Offered rates in SOR items for Fixed Charges, shall remain fixed in entire contract duration. Offered rates of SOR item for Extra Running Kms(Rs/Km) shall be escalated / de-escalated based on the fluctuation in CNG retail selling rate as applicable as per tender provisions. It may be noted that no price revision shall be payable on account of wage revision of employed worker of the contractors during the entire contract period. Bidder may accordingly take care of the same while quoting the rates.
- 6 SOR item no.2 , Running charges shall be for the additional run kilometers beyond the kilometers in SOR item No:1 and shall be paid at actuals.
- 7 Toll Charges if any will be reimbursed at actual, if applicable during the contract period on submission of toll receipts / proofs. Fuel escalation / de-escalation charges will be paid at actual as per clause no. 16 of SCC.



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- 8 Bidder should quote all items of SOR. Bidder to consider 1000 km extra running over and above the standard for the purpose of evaluation. Successful bidder(s) shall comply with the actual requirement of the owner's business without any restriction on distance coverage
- 9 Payment will be made on the following basis :
- a. The indicated 4000 KMs of free run per LCV against item no. 1, shall be considered on cumulative basis against actual run of all deployed LCVs per month while billing for making payments (i.e. 8000 KM/2 LCV, 12000 KM/3 LCV etc). Additional KMs for Payment under item no.2, shall be considered for over & above KMs run beyond 8000KM/2 LCV, 12000 KM/3 LCV etc on cumulative LCVs deployed by the bidder.
- b. In item no.2 the indicated quantity is an estimated quantity and shall be considered for price evaluation purpose. Successful bidder(s) shall comply with the actual requirement of the owner's business without any restriction on distance coverage and Payment shall be made for the actual additional KMs run in the month.
- 10 The Bidder should quote for all items of SOR. Monthly hire charges per vehicle as quoted in Schedule of Rates shall include standard running of vehicle as mentioned in respective SOR items.
- 11 BGL does not guarantee any minimum extra running KM (Beyond fixed KM per month covered in Fixed Cost).
- 12 Bidders should offer complete scope of the items. Part offer received shall not be considered. Owner reserved the right to split the order to different successful bidders

General NOTE: a) Bidders have to fill the price bid in excel format and also up-load the Price bid dully filled and digitally signed in PDF format during financial bid submission as per the e-tendering procedures on e-tendering portal (<https://petroleum.euniwizarde.com/>) only.