



Bhagyanagar Gas Ltd.

BHAGYANAGAR GAS LIMITED

Request for Quotation

November 5, 2013

BGL/C&P/Calibration/CNG

To,

M/s.....

.....

.....

Tel:

Fax:

E-mail:

Dear Sirs,

SUB: Testing and Calibration of Pressure Gauges, Temperature Gauges, Safety Valves, Pressure / Temperature Transmitters of CNG dispensers and Stationary & Mobile Cascades in CGS , MRS of BGL at Hyderabad.

Tender No.: BGL/232/2013-14

Bhagyanagar Gas Limited (BGL), Hyderabad, invites sealed bids for Testing and Calibration of Pressure Gauges, Temperature Gauges, Safety Valves, Pressure / Temperature Transmitters of CNG Dispensers, Stationary & Mobile Cascades of BGL at Hyderabad, Under Single bid System as per the Scope of work detailed in RFQ/Bid Document attached.

Last date and time for submission of bids : 19.11.2014 at 1500 Hrs
Due date and time for opening of Priced bid : 19.11.2014 at 1600 Hrs
Place of receipt of Tender : **Bhagyanagar Gas Limited**
2nd Floor, Parishram Bhavan,
APIDC Building,
Basheer Bagh, Hyderabad.
Tel: 040-66566983,
Fax: 040-66565081.
Email: bonnyk.joseph@bglgas.com
Bid Security Details : Rs.10,000.00 (Rs.TenThousand Only)
b) Validity : Minimum **05 months** from the due date of
submission of offer.
Mode : Either in form of Account payee Demand Draft
in favour of '**Bhagyanagar Gas Limited, Hyderabad**', payable at Hyderabad, Andhra Pradesh state of India Or
In form of Bank Guarantee as detailed in tender document.

Notes: *Firms registered with NSIC, under its single point registration scheme, shall be exempted*



Tender for Testing and Calibration of Pressure Gauges, Temperature Gauges, Safety Valves, Pressure / Temperature Transmitters of CNG Dispensers and Stationary & Mobile Cascades of BGL at Hyderabad.
Bid Document No. BGL/232/2013-14

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from payment of Tender Fee & Bid Security provided they are registered for the items they intend to quote. The Government Departments/PSUs will also be exempted from payment of Tender Fee & Bid Security.

If any of the days specified above happens to be a holiday in BGL, the next working day shall be implied.

BGL will appreciate submission of offer based on the terms and conditions in the enclosed conditions of the contract to avoid wastage of time and money in seeking clarifications on commercial aspects of the offer.

Bids complete in all respects should reach the office of Dy. Manager (C&P), Bhagyanagar Gas Limited, 2nd Floor, Parishram Bhavan, APIDC Building, Basheer Bagh, Hyderabad on or before the due date & time. Bids received after the due date and time is liable to be rejected.

The envelope containing the bid/offer should be super-scribed with tender no., due date and item prominently along with address of this office and sender's name and address. Bidder should submit a copy of this tender document duly signed and stamped on each page along with their bid. Also prepare the BID SECURITY in a separate envelope and put along with price bid.

Bid Security : Unsuccessful bidder's bid security will be discharged/returned as promptly as possible. The bid security may be forfeited if : a) If a bidder withdraws his bid during the period of bid validity specified by the bidder on the Bid Form; or b) In the case of a successful bidder, if the bidder fails to accept as arithmetical corrections of its bid as per provision of the bid document. Bids should be valid for 3 months from the bid due date.

Bids received through Fax/E-mail will not be acceptable.

Bidder(s) are advised to quote strictly as per terms and conditions of the tender documents and not to stipulate any deviations/exceptions. Once quoted, the Bidder shall not make any subsequent price change, even if any deviation or exception may be specifically stated in the bid. Such price changes shall render the offer liable for rejection.

Bidder(s) desirous of attending the tender opening may depute their authorized representative on the scheduled date and time of bid opening.

BGL reserves the right to accept or reject any or all tenders received at its absolute discretion Without assigning any reason whatsoever.

The envelope containing the bid should be duly sealed and pasted with enclosed CUT OUT SLIP and bear the name and address of the bidder.

BIDS SHALL BE EVALUATED AS RECEIVED WITHOUT ANY REFERENCE TO BIDDER, THUS NO TECHNICAL/COMMERCIAL QUERY SHALL BE ISSUED BY BGL. THEREFORE, BIDDERS ARE ADVISED TO COMPLY WITH TENDER CONDITIONS IN ITS ENTIRETY.

Yours faithfully,
For and on behalf of Bhagyanagar Gas Limited

Bonny K Joseph
Dy. Manager-(C&P)

Enclosures:

1. Cut Out Slip - Annexure-I
2. Bid Evaluation Criteria - Annexure-II
3. Scope of Work - Annexure-III
4. Special Terms & Conditions -Annexure-IV
5. Schedule of Rates (SOR) - Annexure-V
6. Format for Test Reports -Annexure-VI



Tender for Testing and Calibration of Pressure Gauges, Temperature Gauges, Safety Valves, Pressure / Temperature Transmitters of CNG Dispensers and Stationary & Mobile Cascades of BGL at Hyderabad.
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FORMAL DECLARATION OF OFFER

Tender for: Testing and Calibration of Pressure Gauges, Temperature Gauges, Safety Valves, Pressure / Temperature Transmitters of CNG Dispensers, Stationary & Mobile Cascades of CGS, MRS of BGL at Hyderabad

I _____ Certify that I am a person duly authorised to sign tenders for and on behalf of: Company Name: _____ and having read the tender documents, offer to provide services for **Testing and Calibration of Pressure Gauges, Temperature Gauges, Safety Valves, Pressure / Temperature Transmitters of CNG Dispensers, Stationary & Mobile Cascades of CG, MRS of BGL at Hyderabad** as specified in the Invitation to Tender

- Under the terms and conditions included in the Invitation to Tender documents;
- In accordance with the specification stated in the Invitation to Tender documents;
- At the price (or prices) and at the delivery time (or times) or by the completion date quoted.

It is agreed that any other terms and conditions of contract or any general reservations which may be printed on any correspondence emanating from the tenderer in connection with this tender or with any contract resulting from this tender shall not be applicable to this tender or to the contract.

It is confirmed that all and any management information which BGL may request from this company will be provided by the company within the stipulated time period.

Our offer is valid for _____ unless this period is extended by mutual agreement.

Authorised Signatory :

Name in BLOCK LETTERS :

Address :

Position in Company :

Tel Number :

Fax Number :

E-mail :



Tender for Testing and Calibration of Pressure Gauges, Temperature Gauges, Safety Valves, Pressure / Temperature Transmitters of CNG Dispensers and Stationary & Mobile Cascades of BGL at Hyderabad.
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CUT OUT SLIP

Annexure - I

(OUTER ENVELOPE)

DO NOT OPEN-THIS IS A QUOTATION

CLIENT : BHAGYANAGAR GAS LIMITED
PROJECT : CNG & CITY GAS PROJECT IN HYDERABAD
BID DOCUMENT NO : BGL/232/2013-14
ITEM : Tender for Testing and Calibration of Pressure Gauges, Temperature Gauges, Safety Valves, Pressure Temperature Transmitters of CNG Dispensers and Stationary & Mobile Cascades of BGL at Hyderabad.
DUE DATE & TIME : 19.11.2013 at 1500 HRS (IST)

TO

**M/s Bhagyanagar Gas Limited
2nd Floor, APIDC Building
Parishram Bhavan,
Basheer Bagh, Hyderabad,
Andhra Pradesh – 500004**

**Ph No.: +91-040- 66566983
Fax No.: +91-040- 66565081**

**Kind Attn: Bonny K Joseph
Dy. Manager (C&P)**

Email: bonnyk.joseph@bglgas.com

NAME:

ADDRESS

Annexure II

Bid Evaluation Criteria

1. Bidder's Eligibility Criteria:

The following are the BEC Parameters:

BEC (Technical):

1. Bidder must have an experience of similar works for calibration of Pressure Gauges, Pressure Transmitters, Safety Valves and Pressure Switches etc. in the last 5 years ending 31.10.2013. Documentary proof like copy of work order /completion certificate must be submitted against the experience.
2. Master Meter Instrument should have been calibrated at agencies like ETDC / FCRI / NPL / NABL accredited laboratory. Master Meter Instruments should be traceable to National / International standards. The bidder shall submit a copy of valid calibration certificate of Master calibration Instruments along with the bid.

SCOPE OF WORK

1.0 Scope of Work

Testing and Calibration of Pressure Gauges, Temperature Gauges, Pressure Transmitters and Safety Valves at various locations of BGL outlets in and around Hyderabad, which are as follows:

1. Daraboina Filling Station, Nagole, Hyderabad.
2. H.P. Auto Care Centre, R.P. Road, Secunderabad.
3. Chakra Filling Station, Nampally, Hyderabad.
4. Saphthagiri Filling Station, Meerpet, Hyderabad.
5. COCO CNG Station, Saroornagar, Hyderabad.
6. K.V.S Service Station, Bowenpally, Hyderabad.
7. Radha Raman Filling Station, Narayanaguda, Hyderabad.
8. Habib Service Station, Langer house, Hyderabad.
9. Ramesh Filling Point, Dhoolpet, Hyderabad.
10. Sri Balajikailsah Filling Station, Hasthinapuram, Hyderabad.
11. Pendhatha Brother Filling Station, Katedhan, Hyderabad.
12. Auto Prime, Chaderghat, Hyderabad.
13. Rajashree Service Station, Bahadurpur, Hyderabad.
14. Hitech Fuel Station, Kishanbagh, Hyderabad.
15. APSRTC Bus Depot, Cantonment, Hyderabad.
16. CGS Cum Mother Station, Shameerpet, Hyderabad.
17. APSRTC Bus Depot, Medchal, Hyderabad.
18. APSRTC Bus Depot, Hakimpet, Hyderabad.
19. MRS for Real Agro Industry near Medchal
20. PRS at Quthbullapur, Chintal.

After Calibration, Contractor has to provide Certificate for all Calibrated instruments.

Bidder has to work as per the instructions of BGL's Site Engineer.

Travelling, Transportation, Boarding & Lodging etc will be in the bidder's scope.

Bidder will have to provide the certificate of Master Meter which should be calibrated from reputed agencies like ETDC / FCRI / NPL / NABL accredited laboratory and certificate should be valid and should not be of before one year.

Bidder will have to provide sticker with testing date and due date on calibrated instruments.

Detailed Scope of Work:

A. Work Instruction For Calibration of Pressure Gauges:

1. **Purpose:** To provide instructions for calibration of Pressure Gauges.
2. **Resources Required:** Pressure Calibrator or Dead Weight Tester.
3. **Instructions:**
 - a) Isolate and remove the PG from process line.
 - b) Connect the gauge with dead weight tester / calibrator.
 - c) Slowly increase the pressure, note the pressure shown in gauge under calibration and corresponding reading of standard pressure gauge / calibrator. Note down the reading for 25%, 50%, 75% and 100% of full scale.

- d) Adjust if any error.
- e) Reinstall and put it in line, open the isolation valve, with closing isolation plug/ drain.

4. **Records:**

Test reports have to be prepared and submitted as per the format enclosed at **Annexure – VI.**

B. Work Instruction for Calibration of Pressure Transmitters/ Differential Pressure Transmitters:

1. **Purpose:** To lay down the instructions for Calibration of Pressure Transmitters/ Differential Pressure Transmitters.

2. **Resources Required:** Digital Multi-Meter and Pressure Calibrator or Dead Weight Tester – in house or out sourced.

3. **Instructions:**

- a) Remove the transmitter from line and connect pressure source in HP side.
- b) Connect the 24 V DC power supply to the transmitter and a multi-meter in series.
- c) Record the reading corresponding to 0%, 25%, 50%, 75% and 100% of the full scale range of the transmitter before calibration.
- d) Check the output of the Pressure Transmitter with no pressure (or equal to the low calibration range). The output should be 4 mA. If required the zero potentiometer / through Hart communicator for smart PT / DPT to get an output of 4mA / calculated current.
- e) Apply full scale range pressure to the transmitter and note the output. It should be 20 mA. If required, the span potentiometer / through HART communicator for smart PT / DPT to get an output of 20 mA calculated current. Repeat the steps 5 & 6 till the outputs are within the tolerance limits.
- f) Record the reading corresponding to 0%, 25%, 50%, 75% and 100% of the full scale range of the transmitter after calibration.
- g) Remove the transmitter from the calibration setup and install it in its location.
- h) Open the impulse line valve. Check for any leakage in impulse line. If any leak observed isolate transmitter and attend the leak (for DPT keep equalizer open and then open impulse line).

4. **Records:**

Test reports have to be prepared and submitted as per the format enclosed at **Annexure – VI.**

C. Work Instruction for Calibration of Pressure Safety Valves:

1. **Purpose:** To provide instructions for calibration of Pressure Safety Valves.

2. **Resources Required:** Safety Valve test bench either in house or out sourced.

3. **Instructions:**

- a) Remove the Pressure Safety Valve from the location.
- b) Install the same on test-Zig.
- c) Apply the required pressure through hydraulic pump / regulator.
- d) Note the readings of pop up pressure.
- e) Also record the readings for reset pressure.
- f) Adjust the settings, if the pop up of Pressure safety valve is below or above the set point.
- g) Remove from the pressure safety valve from test-zig & install at its original location and connect it with the process.
- h) There should not be any leakage from the vent port of pressure safety valve.

4. Records:

Test reports have to be prepared and submitted as per the format enclosed at **Annexure – VI**.

D. Work Instruction For Calibration of Switches:

1. **PURPOSE :** To provide work instruction for Calibration of Pressure Switches.
2. **RESOURCES REQUIRED :** Pressure Calibrator or Dead Weight Tester, Multi-meter.
3. **INSTRUCTIONS :**
 - a) Remove the instrument from impulse line.
 - b) Mount the instrument on dead weight tester/other calibrator and connect it with pressure source.
 - c) Connect multi-meter at switch terminal for checking contact change over.
 - d) Slowly pressurize / depressurize the instrument sensor up to set pressure.
 - e) Note the pressure at which contact change over is made & repeat the process.
 - f) Any deviation from set pressure may be adjusted by nut/screw provided in switch.
 - g) Remove the pressure switches from calibration set up and installed it in its location and connect the impulse line.
4. **RECORDS :** Test reports have to be prepared and submitted as per the format enclosed at **Annexure – VI**.

E. Work Instruction For Calibration of RTD / TG:

1. **PURPOSE :** To provide instructions for Calibration of RTD and Temperature Gauge.
2. **RESOURCES REQUIRED :** Dry Temperature Bath - in house or out sourced.
3. **INSTRUCTIONS :**

Open terminal box of respective RTD.
Connect decade resistance box terminals to the signal cable going to control room.
Simulate signal for 0°C (100 ohm), 50°C (119 ohm), 100°C (138 ohm) for Pt-100.
Note resistance fed and temperature shown in control room.
Connect signal cable at respective terminals and put the RTD terminal cover tightly.
Remove temp gauge from thermo well & put the sensor inside Temperature bath with thermometer.
Open front cover adjust zero, by setting the temp at zero, if required.
Slowly increase the temperature by step and note the temperature shown in gauge under calibration and corresponding reading of thermometer. Note down the reading for 0%, 25%, 50%, 75% and 100% of full scale & calculate error from recorded reading and adjusted if any.
Remove the temperature gauge from calibration setup and install it at its location.

4. **RECORDS** :Test reports have to be prepared and submitted as per the format enclosed at **Annexure – VI.**

F. **Work Instruction For Calibration of TT:**

1. **PURPOSE** :To lay down the instructions for calibration of TT.
2. **RESOURCES REQUIRED** :Dry temperature bath, digital multi-meter, resistance source – in house or out sourced.
3. **INSTRUCTIONS** :
 - a) Remove the instrument from line and connect the 24 V DC power supply source to the transmitter and a multi-meter in series.
 - b) Check the output of the Transmitter with no signal (or equal to the low calibration range). The output should be 4 mA. If required, set the zero potentiometer / through HART communicator for smart Transmitter to get an output of 4 mA/ calculated current.
 - c) Apply full-scale range to the transmitter and note the output. It should be 20 mA. If required, set the span potentiometer /through HART communicator for smart transmitter to get an output of 20 mA/calculated current. Repeat the steps till the outputs are within the tolerance limits.
 - d) Record the reading corresponding to 25%, 50%, 75% and 100% of the full-scale range of the transmitter.
 - e) Remove the transmitter from the calibration setup and install it in its location.
4. **RECORDS** :Test reports have to be prepared and submitted as per the format enclosed at **Annexure – VI.**



Tender for Testing and Calibration of Pressure Gauges, Temperature Gauges, Safety Valves, Pressure / Temperature Transmitters of CNG Dispensers and Stationary & Mobile Cascades of BGL at Hyderabad.
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Annexure-IV

SPECIAL TERMS & CONDITIONS

1.0 Introduction

M/s. Bhagyanagar Gas Limited (BGL) is a joint venture of M/s. Hindustan Petroleum Corporation Limited (HPCL) and GAIL (India) Limited operating CNG & City Gas distribution in the state of Andhra Pradesh. This tender deals with Testing and calibration of Pressure Gauges, Safety Valves, Pressure Transmitters, Temperature Transmitters of Dispensers and Cascades of BGL at Hyderabad.

2.0 Completion Period

The work should be completed within 15days from the date of intimation from BGL Engineer through letter or email.

3.0 Evaluation of Bids

- 4.1 The OWNER will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order.
- 4.2 Once quoted, bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price change shall render the bid liable for rejection. All responses to request for clarifications shall be in writing.
- 4.3 Unsolicited clarification to the Bid and/or change in price during its validity period would render the Bid liable for outright rejection.
- 4.4 Bids not conforming to Scope of Work as mentioned in Tender Document will be rejected.
- 4.5 Conditional Bids will be liable for rejection.
- 4.6 Arithmetical errors will be rectified on the following basis:-
If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price will be corrected. If there is a discrepancy between the total amount and the sum of total prices, the sum of the total prices shall prevail and the total bid amount will be corrected.
- 4.7 Evaluation will be done on total basis on least cost basis to BGL.

4.0 Payment Terms

Payment will be done within 15 days after receipt of bill / Invoice duly certified by Engineer-In-Charge along with all related certificates, by BGL Finance Department.

5.0 Price Reduction Schedule

Not Applicable.

6.0 Warranty / Guaranty




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Not Applicable.

7.0 **Contract validity Period:**
1 year from the date of WO.

8.0 **Site In-charge:**
For locations as mentioned in sl nos 1 to 15; Site in-charge will be Sh. A. Venkatesh,
Engineer (O&M).
For locations as mentioned in sl nos 16 to 19; Site in-charge will be Sh. P. Krishna,
Manager (O&M).
For location as mentioned in sl no 20; Site in-charge will be Sh. AnkitGarg, Engineer
(Projects).

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Schedule of Rates / Price Schedule

Annexure-V

SI No	Description	Unit	Qty	Unit Rate in (Rs)	Total Amount in (Rs)
1	Testing and Calibration of Pressure Gauges upto 400 kg/cm ² .	No's	180		
2	Testing and Calibration of Temperature Gauges upto 100 degCelcius.	No's	60		
3	Testing and Calibration of Safety Valves upto ¾ inches & 300 kg/cm ² .	No's	200		
4	Testing and Calibration of Pressure Switch upto 400 kg/cm ² .	No's	185		
5	Testing and Calibration of Pressure Transmitters upto 400 kg/cm ² .	No's	185		
6	Testing and Calibration of Temperature Transmitters upto 100 degCelcius.	No's	5		
Subtotal (Rs)					
Service Tax @%					
Grant Total inclusive of all taxes and duties (Rs):					

- Note: 1.** Bidder shall strictly follow this SOR format for submission of quote.
 2. No separate Boarding & Lodging charges will be provided; bidder has to quote the rates considering the Boarding & Lodging charges.
 3. Bidder has to quote for all SOR items. Evaluation will be done on total SOR basis on least cost to BGL.

Signature of Authorized Signatory:.....
Name:.....
Designation:.....



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Bhagyanagar Gas Limited

Format No.:BGL/ INS/FRM-01
Rev. No. 00

Calibration of PSV

Maintenance Base:	Date:
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Instrument Details:

Tag Number:	SI No.:
Service/Location:	Model No.:
Date of Last Calibration:	Calibration Rangibility:
Set Point:	
Type of valve(PSV):	

Calibration Data:

Repetition	Activity	Desired	Before	After
1	Set			
	Reset			
2	Set			
	Reset			
3	Set			
	Reset			
4	Set			
	Reset			

Remarks:

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Masters used for calibration

SI No	Name of the Masters	Tag Number	Calibration validity Date

Performed By:

Signature:

Name:

Designation:



Tender for Testing and Calibration of Pressure Gauges, Temperature Gauges, Safety Valves, Pressure / Temperature Transmitters of CNG Dispensers and Stationary & Mobile Cascades of BGL at Hyderabad.
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Bhagyanagar Gas Limited

Format No.: BGL/INS/FRM-02
Rev. No. : 00

Calibration/Testing of PT / DPT / TT / LT / PG / TG / DPG

Maintenance Base:	Date:
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Instrument Details:

Tag Number:	SI No.:
Service/Location:	Model No.:
Date of Last Calibration:	Calibration Rangibility:
Calibration Range:	
Type of Instrument(PT/DPT/TT/LT/PG/TG/DPG):	

<u>Calibration data</u>			Calibrator reading		Measure reading	
Percentage	Value	Action	Before adj.	After adj.	Before adj.	After adj.
0		Upward				
		Downward				
25		Upward				
		Downward				
50		Upward				
		Downward				
75		Upward				
		Downward				
100		Upward				
		Downward				

Remarks:

Masters used for calibration

SI No	Name of the Masters	Tag Number	Calibration validity date
-			

Performed By:

Signature:
Name:
Designation:



Tender for Testing and Calibration of Pressure Gauges, Temperature Gauges, Safety Valves, Pressure / Temperature Transmitters of CNG Dispensers and Stationary & Mobile Cascades of BGL at Hyderabad.
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Performed By:

Bhagyanagar Gas Limited

Format No.:BGL/ INS/FRM-03

Rev. No. 00

Calibration of Switches (Pressure)

Maintenance Base:	Date:
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Instrument Details:

Tag Number:	SI No.:
Service/Location:	Model No.:
Date of Last Calibration:	Calibration Rangibility:
Set Point:	
Type of Switch(LOW/HIGH):	

Calibration Data:

Repetition	Activity	Desired	Before	After
1	Set			
	Reset			
2	Set			
	Reset			
3	Set			
	Reset			
4	Set			
	Reset			

Remarks:

Masters used for calibration

SI No	Name of the Masters	Tag Number	Calibration validity Date

Performed By:

Signature:

Name:

Designation: