



**Hiring consultancy services for implementation of
integrated management system (IMS) for all 03 GA's
of Bhagyanagar Gas Limited**

Volume II of II

Bid Document No. BGL/646/2024-25



BHAGYANAGAR GAS LIMITED

(A JOINT VENTURE OF HPCL & GAIL)

BID DOCUMENT FOR

**Hiring Consultancy Services for Implementation of
Integrated Management System (IMS) for all 03 GA
locations of BGL**

Bid Document No.: BGL/646/2024-25

VOLUME-II of II



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SECTION - 7

SPECIAL CONDITIONS OF CONTRACT



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SPECIAL CONDITIONS OF CONTRACT (SCC)

1.0 GENERAL

- 1.1 Special conditions of contract (SCC) shall be read in conjunction with the General Conditions of Contract (GCC). Schedule of rates, specifications of work, drawings and any other document forming part of this contract wherever the context so requires.
- 1.2 Notwithstanding the sub-division of the document into these separate sections and volumes, every part of each with and into the contract so far as it may be practicable to do so.
- 1.3 Where any portion of the GCC is repugnant to or at variance with any provisions of the special conditions of contract, then unless a different intention appears, the provision(s) of the special conditions of contract shall be deemed to override the provision(s) of GCC only to the extent that such repugnancies or variations in the special conditions of contract are not possible of being reconciled with the provisions of GCC.
- 1.4 Wherever it is stated in this Bidding Document that such and such a supply is to be effected or such and such a work is to be carried out, it shall be understood that the same shall be effected/carried out by the contractor at his own cost, unless a different intention is specifically and expressly stated herein or otherwise explicit from the context. Contract value (also referred to as Contract price) shall be deemed to have included such cost.
- 1.5 The materials, design and workmanship shall satisfy the applicable relevant Indian Standards, the job specifications stipulate requirements in addition to those contained in the standard codes and specifications, these additional requirements shall also be satisfied. In the absence of any Standard/ Specifications/codes of practice for detailed specifications covering any part of the work covered in this Bidding on the contractor.
- 1.6 In partial modification to Clause No.21.0 of GCC the following shall apply:
In case of contradiction between Indian or other applicable Standards, General Conditions of Contract, Special Conditions of Contract, Specifications, drawings, Schedule of Rates, the following shall prevail in order of precedence:
 - i) Letter of acceptance alongwith statement of Agreed variations.
 - ii) Fax / Letter of Intent / Fax of Acceptance
 - iii) Schedule of Rates as enclosures to letter of acceptance
 - iv) Job / Particular Specifications
 - v) Drawings
 - vi) Technical / Material Specifications
 - vii) Special Conditions of Contract.
 - viii) General Conditions of Contract
 - ix) Indian Standards
 - x) Other Applicable Standards

It will be contractor's responsibility to bring to the notice of Engineer-in-charge any irreconcilable conflict in the contract documents before starting the work(s) of making the supply with reference which the conflict exists.



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In the absence of any specifications covering any material, design of work(s) in the same shall be performed / supplies / executed in accordance with Standards Engineering Practice as per the instructions / directions of the Engineer-in-charge, which will be binding on the Contractor.

- 1.7 The requirements of any statutory body and authority like Indian boiler regulation, Tariff Advisory Committee, Chief controller of Explosives, etc, shall govern where these are more stringent than the requirements specified above.
- 1.8 Owner's representative means authorized representative of Owner (i.e. M/s BGL) and / or Consultant.

2.0 TERMS OF PAYMENTS

- i. The Payment shall be made in the following manner subject to completion of all contractual requirements as per tender document.
- 10 % - upon mobilization.
 - 10 % - GAP Analysis
 - 10 % - On completion of training at all GA locations
 - 40% - On completion of Report i.e documentation of all Department.
 - HSE
 - HR & Administrative Services
 - Marketing & CRM
 - Finance & Accounts
 - Projects
 - Operation & Maintenance, etc.
 - 10 % - Internal Audit (all locations)
 - 10 % - Pre - Certification Audit
 - 10 % - Certification Audit
- ii. **MODE OF PAYMENT**
All payments payable in Indian rupees against the contract shall be released by Owner through account payee cheque payable at par or by Electronic transfer.
- iii. **DEDUCTION AT SOURCE**
Purchaser will release the payment to the Seller after effecting deductions as per applicable law in force. Purchaser will release payments by F&A Dept, BGL to the Contractor after offsetting all dues to the Purchaser payable by the Contractor under the Contract.

3.0 DURATION OF CONTRACT: -

The contract for implementation of IMS shall be completed in 06 (months) from the date of Issue of WO/LOA .

4.0 TIME FOR MOBILISATION

The mobilization period shall be 15 days from the date of issue of Letter of Intent or Work order whichever is earlier. The CONTRACTOR should bear in mind that
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“time is the essence of the contract”. Request for revision of construction time

5.0 DEFECT LIABILITY PERIOD:

Defect Liability Period shall be 03 (three) months from the date of completion of entire work. In the event of faulty data assumption software etc. i.e. error or omission in the Technical work performed by the contractor in respect of scope of work, the contractor shall furnish corrective & updated technical studies without any additional cost to BGL.

6.0 CONTRACT PERFORMANCE GUARANTEE : Not Applicable .



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SECTION - 8

SCOPE OF WORK



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SCOPE OF WORK

Implementation of Integrated Management System (IMS) at BHAGYANAGAR GAS LIMITED against requirement of ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018.

BHAGYANAGAR GAS LIMITED is a joint venture of GAIL(I) Ltd., & HPCL and is in the process of supplying piped natural gas to the domestic, commercial, industrial and CNG for vehicles transportation sections within the Geographical Area of Hyderabad, Vijayawada and Kakinada.

The CGD infrastructure consists of following:

1. City Gate Station comprising of Odorizing unit, Isolation valves, metering etc.
2. CNG Stations comprising of:
 - a) Compressors,
 - b) Dispensers,
 - c) Cascades,
 - d) LCV filling points,
3. Steel grid network,
4. MDPE Network,
5. District Regulating Station (DRS),
6. Meter Regulating Station (MRS) for Industrial, Commercial & Domestic Customers,
7. Steel grid pipe lines, MDPE grid pipe lines, Isolation Valves with vent lines in Steel & MDPE Lines.

CITY GAS STATION:

Bhagyanagar Gas Limited receives Natural Gas from M/s. GAIL in Vijayawada and Kakinada and from M/s. Pipeline Infrastructure Limited (PIL) in Hyderabad. CGS is an Interface station between the Main Natural Gas Pipeline and Bhagyanagar Gas Limited CGD network. The City Gas Station located in all the three Geographical Station is also called CGS cum Mother Station as the facility was developed where filling of LCV cascades takes place.

CNG STATION:

In CNG stations (on-line as well as mother), there are either Gas Engine or Motor driven compressor of different capacities 2000 SCM/H (GD), 1900 SCM/H (ED),



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1200 SCMH, 600SCMH, 400SCMH, 250SCMH which compresses gas up to 250 Kg/cm² with a suction pressure of 14-19 Kg/cm². In stationery cascades, gas stored at a pressure of 250 Kg/cm² & CNG is dispensed in vehicle at 200 Kg/cm². SS tubes are also laid in the trench. CNG is dispensed in public vehicles & CGD networks including CNG stations are installed in the city areas.

The Definitions of CNG stations:

Mother station: CNG facility connected to natural gas pipeline and having a compressor meant primarily to fill mobile cascades for „daughter“ stations. In addition to above, can also fill stationary cascades for CNG dispensing into vehicles

Online CNG Stations: Online stations are connected to the pipeline and have high compression capacity. These stations supply CNG to both vehicles and daughter stations (through mobile cascades). These CNG stations comprise of compressors, dispensers, storage cascades and facility for filling the mobile cascades.

Daughter Booster Stations: Daughter Booster Stations are not connected to natural gas pipeline and have compressor which compresses the CNG of mobile cascade and dispense to the vehicles(s). There is a reduction in storage pressure at daughter booster station with each successive filling.

Daughter Stations: Daughter stations dispense CNG using mobile cascades. These mobile cascades at daughter stations are replaced when pressure falls below the requirement, and pressure depleted mobile cascades are refilled at the Mother Station. There is a reduction in storage pressure at daughter station with each successive filling.

PNG installations are installed comprising of MDPE pipe lines, steel pipelines, DRS, MRS, individual meters, regulators, risers, pipes & fittings, Commercial, Domestic & Industrial Installations etc.

District Regulatory Stations (DRS): The gas pressure is reduced to distribution pressure in DRS, for transmission and supply purposes. The DRS is directly linked to the main steel pipeline. From the DRS, takes off the Medium Density Polyethylene (MDPE) network. The MDPE network of pipes carries and distributes PNG right up to the customer premises.

Meter Regulating Stations (MRS): It comprises of regulator and meters for measuring the gas supplied to the consumers. The pressure regulatory further reduces the PNG pressure in the pipeline to millibars.

Bhagyanagar Gas Limited installations at various cities:



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Bhagyanagar Gas Limited is operating the city gas distribution network at Hyderabad of Telangana State, Vijayawada and Kakinada of Andhra Pradesh.

Head Office – Hyderabad

Mother Station – Hyderabad, Vijayawada & Kakinada



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DETAILED SCOPE OF WORK

1. Implementation of Integrated Management System (ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018):

Implementation of Integrated Management System (all three standards ISO 9001, Environment Management System 14001 & 45001 Standards – latest version) along with Aspect /Impact Analysis, Environmental Management Programs, Hazard Identification, OHSAS & any other related to IMS at Bhagyanagar Gas Limited for present installations and upcoming infrastructures.

2. GAP ANALYSIS & CONCEPTUALIZATION:

Party shall visit and evaluate present practices against the requirements of IMS and prepare the report on following –

- Infrastructure for IMS deployment
- Detailed Road map
- Review & gateway

3. RISK IDENTIFICATION, ASSESSMENT & DETERMINATION OF CONTROLS:

3.1 Evaluating the risk assessment for Quality, environment and Health & safety through hand holding on development of aspect Impact analysis and hazard Identification & Risk analysis for all activities.

4. DOCUMENTATION:

- 4.1 Counseling for documentation and facilitation for implementation & support for improvement.
- 4.2 Preparation of all necessary Documentation of IMS including IMS Scope, Policy, Objectives and Management Programs in all respects.
- 4.3 Preparation of document, preparing Procedures, Apex system Manual (ASM), Departmental system Manual (DSM), Register of Regulation (RoR) & other manuals review of their adequacy, Finalization and release. The cost may be included in the offer. Documentation related to departments of HR administrative services, Marketing & CRM, Contracts & Procurement, HSE, Finance & Accounts, Projects and O&M shall be prepared.
- 4.4 Preparation of Environment, health & safety Management programs.
- 4.5 Assistance in Implementation of documented IMS.

5. IMPLEMENTATION METHODOLOGY

5.1 Meeting with top management to understand management concerns, objectives, expectations regarding functioning of various processes related to QMS, EMS, OHSAS, accordingly establishment of IMS Policy and broad IMS objectives

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5.2 Identification of various processes and formation of cross-functional team and appointment of Management Representative(s).

5.3 Study of various processes in coordination with cross functional team to understand the need of documentation for various processes to exercise effective control.

5.4 Determination of legal, safety, acts and other applicable requirements Rules/ acts.

5.5 Environmental review to identify the Environmental aspects of its activities, products and services and determination of significant environment aspects.

5.6 OHSAS review for potential hazard identification, risk assessment and risk control.

5.7 Development and completion of documentation as per master list of documents like procedures, work instructions, formats and other document as per requirements.

6. IMS PRECERTIFICATION AUDIT & REVIEW:

6.1 Precertification audit and coordination of management review. Preliminary Audit shall be conducted before the certification Audit as per the requirement. Audit will cover the following:

6.2 Audit on sampling basis & visit at any nearest sites.

6.3 Review of documents

6.4 Documentation.

6.5 Status report and action plan with respect to readiness for certification audit.

6.6 After the preliminary audit the area of concern shall be discussed.

- a. Review of documents, manuals & procedures.
- b. To verify the compliance effectiveness & implementation.
- c. Minimum one or two expert from party will provide assistance in preparing the documents pertaining to IMS.

Correction/ updating of Documents, manuals & procedures shall be done by the party.

7. IMS TRAINING:

7.1 Awareness training program on methodology, Quality Management Principles, and basic requirements of ISO 9001:2018, ISO 14001:2015 & ISO 45001:2018 requirements. One Training program/ workshops/ Awareness program among the BGL employees are to be provided by the vendor. Training shall be given at GA's – Hyderabad, Vijayawada & Kakinada. Creating a atmosphere conducive for change, Attitude change, importance of having system, Customer satisfaction, team work, Understanding of basic requirements of standard, how system will be created. Training will cover the following –



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7.2 Awareness on IMS

7.3 Documentation & Implementation of IMS

8. OTHER REQUIREMENT

8.1 The implementation shall be carried out as per ISO 9001, 14001 & 45001 latest versions.

8.2 Miscellaneous expenses in connection with the work such as Telephones, Fax, Stationary, etc will be borne by the vendor only.

8.3 The minimum number audits as required for IMS may be conducted by the party.

8.4 Draft report shall be submitted by the party within one month of final visit.

8.5 Discussion on draft report shall be held with the senior management of BGL on a suitable date. No extra cost for this visit shall be provided by BGL. Final report shall be submitted by the party within one month after getting written confirmation from BGL.

8.6 During field visit if asked by the party BGL shall provide assistance for the expert.

9. BGL / Contractor SCOPE: -

9.1 BGL will provide boarding & lodging facility as mentioned in the SOR. Party must arrange at their own for Kakinada location. Rates may be included while quoting for the tender as per the schedule of rates. Travelling up to the BGL offices of all 03 GA locations is in the scope of the party.

9.2 Local conveyance shall be arranged by BGL.

9.3 Space for meeting/ workshop/ awareness program shall be arranged by BGL

9.4 The contractor shall arrange Electronic Gadgets like Computer / Laptop / printer etc for document preparation and Printing of Documents etc is in agency scope.

9.5 During field visit if asked by the party, BGL shall provide assistance for the expert.

10. TIME OF COMPLETION

Total period of the contract for IMS implementation shall be Six months from the date of award of contract. Party shall mobilize within 15 days from the date of issue of Letter of Intent or Work order whichever is earlier.



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11. MISCELLANEOUS:

11.1 For implementation, analysis, the required data, drawings and documents shall be provided by BGL. A list may include;

- a) Facilities description.
- b) Relevant process data.
- c) Piping and Instrumentation Diagrams (P&IDs).
- d) Operating manuals.
- e) Equipment specifications and Process and Engineering data sheets of major equipment and critical instruments.

11.2 The data/drawings etc. so provided by BGL shall not be shared with any person// institution without the prior intimation & permission from BGL.

11.3 Only well trained & experienced professionals shall be deployed so that they are competent to do the jobs as per scope of work & SOR and to the satisfaction of the Engineer In-charge.

1.4 The site may be visited by the party prior to quoting for the tender in order to assess the scope of work.

11.5 Party may assess the number visits required for execution of the job and quote accordingly.

11.6 The party shall accompany and provide services till certification received from the accreditation body.

11.7 The party shall prepare and streamline the documentation with procedures for all the departments.



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SECTION - 8

SCHEDULE OF RATES (SOR)



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SCHEDULE OF RATES (SOR)

Item: Tender for Hiring Consultancy Services for Implementation of Integrated Management System (IMS) for all 03 GA locations of BGL

Name of Vendor :									
S No	Service Details	HSN / SAC Code	UoM	Qty	Unit Rate (INR)	GST (%)	GST (INR)	Total amount incl. of all taxes & duties. (INR) (figures)	Total amount incl. of all taxes & duties. (words)
1	2	3	4	5	6	7	8	9	10
1	Cost for Hiring Consultancy Services for Preparation of documentation (SOP's/ Manuals) and Conducting Training Services, Internal Audit & Management Review related to IMS implementation (ISO 9001:2015, ISO 14001:2015, ISO 45001:2018) for BGL.		Lump sum	1					

Note:

Amount quoted is including Travel cost to all site locations,

Boarding & Lodging at Hyderabad & Vijayawada will be provided by BGL, at Kakinada Vendor to arrange self.

Local conveyance for site visits will be provided by BGL at all 03 GA locations.