



NOTIFICATION OF TENDER DOCUMENT FOR PROVIDING MANPOWER SERVICE ON OUTSOURCING BASIS AT PETRONET LNG LIMITED, NEW DELHI

Petronet LNG Limited, a company with its registered office at World Trade Centre, 1st Floor, Babar Road, Barakhamba Lane, New Delhi, 110 001, India, incorporated in April, 1998 under the provisions of the (Indian) Companies Act, 1956 (“**PLL**” or the “**Company**”) and promoted by Bharat Petroleum Corporation Limited (“**BPCL**”), GAIL (India) Limited (“**GAIL**”), Indian Oil Corporation Limited (“**IOCL**”) and Oil & Natural Gas Corporation Limited (“**ONGC**”), is engaged in the business of import, storage, regasification and marketing of Liquefied Natural Gas in India. Its shares are listed on the Bombay Stock Exchange and the National Stock Exchange of India

The company invites bids under single stage two-bid system for **Providing Manpower Service On Outsourcing Basis at Petronet LNG Limited** to submit their bid in accordance with Tender Document (**PLLDELHR000012021**).

For selection of bidders, Eligibility Criteria is described below. The Bidder should meet the following Techno Commercial Criteria and any Bidder not meeting the same will be rejected.

Bid Eligibility Criteria (BEC) – Selection of Contractor

The interested bidder should meet the following technical and financial qualifying criteria.

Sr. No.	Criteria	Supporting Documents Required	Attachment
1	The Bidder should be a Company or legal entity registered under Indian laws and should in existence for a minimum of 05 years on the date of issue of this tender. It should not be a consortium of firms / companies.	Registration Certificate	Attachment-1
2	The Bidder should be registered with the relevant Govt. Authorities under various laws for the time being in force i.e. laws relating to employment, wages, safety and security, employee welfare, Provident Fund Act, Goods & Service Tax Act and/or any other law or regulation which may be necessary for providing such services.	Documentary proof in support of same like GST certificate, ESI certificate, PF Code Certificate, Contract Labour Code Certificate etc.	Attachment -2
3	The Registered Office or one of the Branch Offices of the Manpower	Documentary proof in support of same.	Attachment-3

	Company/Firm/Agency must be located either in Delhi -NCR. Details regarding bidder's office establishment such as area, staff, accommodation (own or rented) must also be provided.		
4	The bidder must have ISO certification for manpower services.	ISO 9001 certificate	Attachment-4
5	The Bidder should have experience of having successfully executed at least one order / Contract for providing manpower services / support & peripheral services for office works having minimum order value of Rupees 5 crore (Rs. Five Crore only) during previous 4 years period. The PLL reserves the right to verify the experience credentials submitted by the Bidders in support of their experience.	Work order & Completion certificate from the issuing company.	Attachment-5
6	The turnover of the Bidder shall be minimum Rupees 20.0 Crore (Rs. Twenty Crores only) per annum during the preceding three financial years prior to the prescribed Bid submission date (i.e. 2017-18, 2018-19 & 2019-20).	Details of financial capability of bidder duly signed and stamped by a chartered accountant. copy of audited annual	Attachment-6
7	The bidder must have positive as net worth per the last audited financial statement as on March 2020. Bidder is also required to submit the certificate of positive net worth as on 30 th September 2020 from a Chartered Accountant along with copy of audited Balance Sheet for last 3 financial years.	financial statements duly certified/attested by notary public with legible stamp. Bidder to also provide copy of Balance Sheet for period ending 30 th	Attachment-7
8	The working capital of the bidder for preceding financial year shall be RS 2 Crore (Two Crores)	September 2020, duly certified by Chartered Accountant	Attachment-8

General Instructions

For participation and more details Interested Party(ies) can download the Tender Document from e-Procurement Portal (e-Portal)-<http://petronet.c1eproc.com> as per details provided below:

1.	Tender Name of work	Providing Manpower Service On Outsourcing Basis at Petronet LNG Limited
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2.	Tender No. And Date	PLLDELHR000012021 E-Tender No.: Tender Id: 101
3.	Type of tender	E-Tender
4.	Type of Bidding System	Open domestic /Single Stage Two-bid
5.	Job Completion Period	Two year from the date of issue of Work order
6.	Site Location	Petronet LNG Limited, 1 st Floor world Trade Centre, Babar Road, Barakhamba Lane, New Delhi.
7.	Tender Document fee (non-refundable)	NIL
8.	Earnest Money Deposit (EMD)	Indian Rupees Five Lakh Thirty Eight Thousand Two hundred and Seventy One only (INR 5,38,271)
9.	Mode of payment of EMD	EMD can be submitted either in the form of Bank Guarantee (i.e. as per Form-9) or through online banking at below PLL account details: Beneficiary Name : Petronet LNG limited Account Number : PLLDELHR000012021 Bank Name : HDFC Bank Ltd Branch Name : K G Marg, Delhi IFSC Code : HDFC0000003 Note: Payment shall not be made via IMPS.
10.	Availability of Tender Document on Website(s)	From 05/02/2021 to 25/02/2021 up to (15:00 hrs, IST) on following websites PLL's e-Procurement Portal (e-Portal)- http://petronet.c1eproc.com
11.	Contact Details and Address of Tender Dealing Officer	Name: Ms. Kashfa Ahmed Designation: Dy. Manager (C&P) Mob. No.: +91 9643008969 E-mail: cnp@petronetlng.com Address: Petronet LNG Limited, 1st Floor World Trade Centre, Babar Road, Barakhamba Lane, New Delhi
12.	Last Date/Time of Submission of Bids	On or before 25th February, 2021 (1500 Hrs.)
13.	Last date for submission of Query	On or before 17th February, 2021 (through email on cnp@petronetlng.com)

14.	Date for Pre Bid Meeting	16th February, 2021 The Pre-Bid Meeting shall be conducted online, any Bidder interested in attending the Pre Bid meeting has to send its written request through email on cnp@petronetlng.com on or before 15th February, 2021 (1500 Hrs.) . PLL will send the link for joining the meeting accordingly.
15.	Portal Details	PLL's e-Procurement Portal (e-Portal)- https://petronet.cleproc.com .
16.	Contact detail for support from M/s C1 India	Mr. Fairlin Jivin, 0124-4302000 Ext: 112, fairlin.jivin@clindia.com Ms. Ujwala Shimpi, 0124-4302000 Ext: 114 ujwala.shimpi@clindia.com Ms. Jyoti Gupta, M: 7309948693, jyoti.gupta@clindia.com Mr. Steven Crasto, steven.crasto@clindia.com
17.	Bid Processing fees (Non Refundable)	INR 354/- to be deposited in M/s C1 India Accounts.

- The Bidding Document is non-transferable and would have to be necessarily procured by the bidding company. The NIT is an integral and inseparable part of the bidding document.
- In e-tendering, the following documents in addition to uploading in the bid on PLL's e-tendering website shall also be submitted in Original (in physical form) within 3 (Three) business days from the bid submission provided the scanned copies of the same have been uploaded in e-tender by the bidder along with e-bid within the due date and time to the address mentioned in NIT (clause 6):- i) Power of Attorney/Board Resolution ii) Earnest Money Deposit (EMD). In case Bidder is not able to upload the document timely due to any issues viz. internet, browser incompatibility, computer system compatibility etc. then PLL will not consider the bid after the time stipulated for submission of bid(s).
- Any revision, Addendum, time extension, etc. to this Tender Document will be hosted on the above-mentioned website(s). Bidders are requested to visit the website regularly and keep themselves updated.
- PLL reserves the right not to issue the document and / or accept or reject any or all the bids at any stage of the process and / or modify the process without assigning any reason at its sole discretion.

Contact details are given below:

Kashfa Ahmed

Dy. Manager (C&P)

Petronet LNG Limited

World Trade Centre, 1st Floor, Babar Road, Barakhamba Lane, New Delhi-110 001

Tel. No.: +91-11-23472525,

Email id: **cnp@petronetlng.com**