



**NOTIFICATION OF TENDER DOCUMENT FOR SELECTION OF PROJECT
MANAGEMENT CONSULTANT FOR DOCUMENT MANAGEMENT SYSTEM AT
PETRONET LNG LIMITED (PLL).**

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 Selection of Project Management Consultant for Document Management System at Petronet LNG Limited (PLL) to submit their bid in accordance with Tender Document (**PLLELIT000382021**).

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)

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

#	Parameters	Supporting Documents
1	The Bidder should have a permanent office address in India.	<i>GST Registration Certificate should be submitted by the Bidder in support of the same.</i>
2	The Bidder should have minimum 5 years’ experience in successfully delivering project management consultancy for Electronic Document Management System (EDMS) projects.	<i>Work order issued prior to FY 2017-18 by the competent authority of the client.</i>
3	The Bidder must have successfully delivered project management consultancy for at least one cloud based EDMS (encompassing Electronic Content Management and Business Process Management) in previous 7 years and the project value must be Rs. 35.00 Lakhs or more.	<i>Project completion certificate of a single qualifying project issued by the competent authority of the client.</i>
4	The Bidder should satisfy at least one of the below	<i>1. The mentioned certifications should</i>

	mentioned criteria: 1. Has ISO/IEC 27001 Certification 2. Ranked in Vault top 50 consulting firms 2021	<i>be valid on the last date of submission of the bid and corresponding certificates/documents in support of the same should be submitted.</i> 2. <i>Extract from the website for Vault ranking should be self-certified.</i>
5	The Bidder should have CERT-IN empanelment.	<i>Certificate of CERT-IN empanelment valid on the date of submission of bid should be submitted.</i>
6	Net worth of the bidder should be positive for Indian Operations for the preceding Financial Year (2020-21).	<i>Bidder to submit Certificate duly certified by Chartered Accountant in Practice in the form attached as Exhibit 1.</i>
7	Annual Turnover for Indian Operations should not be less than INR 1 Crore in the three preceding Financial Years- 2018-19, 2019-20 and 2020-21.	<i>Bidder to submit Certificate duly certified by Chartered Accountant in Practice in the form attached as Exhibit 1.</i>
8	Working Capital should not be less than INR 1 Crore as on March 31, 2021.	<i>Bidder to submit Certificate duly certified by Chartered Accountant in Practice in the form attached as Exhibit 1.</i>

Note:

1. PLL reserves the right to call for any further information that it deems necessary. In case, the Company finds the submitted information to be false / forged / misleading in any manner, the bidder is liable to be put on a holiday for a three-year period.

General Instructions

For participation and more details Interested Party(ies) can buy the Request for Proposal (RFP) Document on payment of tender fee (Non-refundable) as per details below:

1.	Tender Name of work	Tender for Selection of Project Management Consultant for Document Management System at Petronet LNG Limited (PLL).
2.	Tender No. And Date	PLLELIT000382021 Date: October 27, 2021
3.	Type of Tender	Open domestic /Single Stage Two-bid
4.	Job Completion Period	As per Clause 1 of Section E of Tender Document.

5.	Site Location	Petronet LNG Limited, New Delhi Office.
6.	Bidding Document fee/Tender fee (non- refundable)	INR 2,500/- Note: Payment shall not be made via IMPS
7.	Earnest Money Deposit (EMD)	INR 90,000/-(Indian Rupees Ninety Thousand only)
8.	Mode of payment of Tender fee/EMD	EMD and Tender fee can be submitted through online banking at below PLL account details: Beneficiary Name: Petronet LNG Limited Account Number: PLLDELIT000382021 Bank Name: HDFC Bank Ltd. Branch Name: K G Marg, Delhi IFSC Code: HDFC0000003 Note: Payment shall not be made via IMPS
9.	Availability of Tender Document on Website(s)	PLL shall issue one (1) soft copy of the tender document after receipt of requisite tender fees. Tender shall be emailed on any working day given below from 10:00 hours 27/10/2021 to 17/11/21 up to (17:00 hours).
10.	Contact Details and Address of Tender Dealing Officer	Name: Mr. Ashutosh Varma Designation: Sr. Manager (C&P) Mob. No.: 011-23472525 E-mail: cnp@petronetlng.in Address: Petronet LNG Limited, 1 st Floor World Trade Centre, Babar Road, Barakhamba Lane, New Delhi
11.	Last Date/Time of Submission of Bids	On or before November 18, 2021 (1500 Hrs.) Physical submission (in hard copy).
12.	Last date for submission of Query	On or before November 02, 2021 (through email on cnp@petronetlng.in)
13.	Date for Pre-Bid Meeting	-

- The Bidding Documents shall remain the exclusive property of the Owner without any right with the Bidder to use them for any purpose except for the purpose of Bidding and for use by the successful Bidder with reference to the Work.
- Bids must be submitted strictly in accordance with Clause No. 4 of ITB. The NIT is an integral and inseparable part of the bidding document.
- The Bidding Document is non-transferable.
- The Bidding Document will be sold on receipt of application along with requisite Tender fee. No tender documents will, however, be sold / issued to the bidders who are on holiday by PLL (if any) or have initiated any court proceedings , arbitration or started any litigation process against PLL. If the documents were issued inadvertently / downloaded from website, offers submitted by such bidder shall not be considered if the bidder is on holiday as stated above on the due date of Bid submission, Offer/ proposal from such bidder shall be returned. The above is with prejudice to other rights of PLL.
- Any revision, Addendum, time extension, etc. to this Tender Document will be hosted on www.petronetlng.in; Bidders are requested to visit the website regularly to keep themselves updated.
- PLL reserves the right not to issue the tender document and/or accept or reject any or all the proposals at any stage of the process and/or annul / modify the process without assigning any reasons at its sole discretion.

Contact details are given below:

Ashutosh Varma
Sr. 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.in