



**NOTIFICATION OF TENDER DOCUMENT FOR HIRING CONTRACTOR FOR
CONTRACTUAL SERVICES PROVIDERS (MANPOWER SERVICES) 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 hiring contractor for contractual services providers (manpower services) at Petronet LNG Limited to submit their bid in accordance with Tender Document (PLLDELHR000132023).

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.

1. Bid Eligibility Criteria (BEC)

Under this manpower service contract, the service provider will be providing manpower services to PLL. The manpower shall normally be stationed at the Site / location i.e. PLL Delhi.

To meet the above-mentioned requirement and mode of working envisaged, the service provider shall meet the following minimum requirement in order to technically qualify:

- 1.1 The bidder shall be a Company or legal entity registered under Indian laws and should be 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.**
- 1.2 The Bidder 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.
- 1.3 The Registered Office or one of the Branch Offices of the Manpower Company/Firm/Agency must be located in Delhi -NCR. Details regarding bidder's office establishment such as area, staff, accommodation (own or rented) must also be provided.
- 1.4 The bidder must have a valid ISO certification for manpower services. Bidder should submit ISO 9001:2015 in support of the same.

- 1.5 The Bidder shall 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 excluding Tax of Rs. 1,27,00,000/- (INR One Crores Twenty-Seven Lakh only) during previous 7 years period. PLL reserves the right to verify the experience credentials submitted by the Bidders in support of their experience.
- 1.6 The turnover of the Bidder shall be minimum Rs.1,27,00,000/- (INR One Crores Twenty-Seven Lakh only) per annum during any one of the preceding three financial years prior to the prescribed Bid submission date (i.e., 2019-20, 2020-21 & 2021-22).
- 1.7 The bidder must have positive net worth as per the last audited financial statement as on March 2022 Bidder is also required to submit the certificate of positive net worth as on 31st March 2022 from a Chartered Accountant along with copy of audited Balance Sheet for last 3 financial years.
- 1.8 The working capital of the bidder for preceding financial year shall be Rs. 25,43,000/- (INR Twenty-Five Lakh Forty-Three Thousand only).

Note:

The job executed by a Bidder for its own office / plant / project cannot be considered as experience for the purpose of meeting requirement of BEC of the tender. However, jobs executed for Subsidiary/ Fellow subsidiary/ Holding company may be considered as experience for the purpose of meeting BEC subject to submission of tax paid invoice(s) duly certified by statutory Auditor of the Bidder towards payments of statutory tax in support of the job executed for Subsidiary/ fellow subsidiary / Holding company. Such Bidders to submit these documents in addition to the documents specified in the bidding documents to meet BEC.

The bidders must submit the completion certificate issued by end user / owner (or their consultant who has been duly authorized by them to issue such certificate) only after completion of work in all aspect. However, in case of tenders for annual rate contracts/ maintenance contracts, where the bidder is executing a rate / maintenance contract which is still running and the contract value /quantity executed till one day prior to due date of bid submission is equal to or more than the minimum prescribed value / quantity mentioned in the BEC, such experience will also be taken into consideration provided that the bidder has submitted satisfactory work / supply execution certificate issued by the end user / owner / authorized consultant.

Authentication of document submitted in support of Bid Evaluation Criteria (BEC):

I. Technical Criteria:

- i. Bidder shall submit following documents in support of the technical Bid Evaluation Criteria (BEC) duly certified/attested by independent chartered engineer and notary public with his legible seal and signature.
 - a) PO / LOA/ work order /contract copy.
 - b) Execution/ experience/ completion certificate from client/ approved subcontractor certificate from client.
 - c) Any relevant document from client specifying the type of works carried by the bidder for the

qualifying work order.

II. **Financial Criteria:**

- a) All relevant document submitted in support of financial criteria shall be duly certified by independent chartered accountant with his legible seal and signature and UDIN number.
- b) If the Bidder's working capital is negative or inadequate, then such Bidder shall submit a letter from any scheduled bank confirming the availability of the line of credit to cover working capital requirement specified above.
- c) "Net worth" means the aggregate value of the paid-up share capital and all reserves created out of the profits and securities premium account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited balance sheet, but does not include reserves created out of revaluation of assets, write-back of depreciation and amalgamation.

General Instructions

For participation and more details Interested Party(ies) can buy the Tender Document on payment of Tender fee (Non-refundable) as per details provided below:

1.	Tender Name of work	Tender Document for hiring contractor for contractual services providers (manpower services) at Petronet LNG Limited.
2.	Tender No. And Date	PLLDELHR000132023 Date: 27.03.2023
3.	Type of tender	Open domestic
4.	Type of Bidding System	Open domestic /Single Stage Two-bid
5.	Job Completion Period	Two years 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)	Rs. 5,000/- (INR Five Thousand Only) (The above amount is inclusive of GST, Bidder to bear any and all bank charges to ensure that above net amount (Tender fee) is credited to PLL.)
8.	Earnest Money Deposit (EMD)	INR 7,63,100/- (INR Seven Lakh Sixty-Three Thousand One Hundred only).

9.	Mode of payment of EMD	<p>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:</p> <p>Beneficiary Name : Petronet LNG limited</p> <p>Account Number : PLLDELHR000132023</p> <p>Bank Name : HDFC Bank Ltd</p> <p>Branch Name : K G Marg, Delhi</p> <p>IFSC Code : HDFC0000003</p> <p>Note: Payment shall not be made via IMPS.</p>
10.	Availability of Tender Document on Website(s)	<p>From 27/03/2023 to 18/04/2023 up to (15:00 hrs, IST)</p> <p>Note: After submission of requisite amount of Tender fee, Bidder will email the receipt of the Payment along with Bidder's GST registration certificate and PAN card on cnp@petronetlng.in. PLL will issue the Tender document to such interested Bidders via email.</p>
11.	Contact Details and Address of Tender Dealing Officer	<p>Designation: Sr. manager (C&P)</p> <p>Ph. No.: 011 23472525</p> <p>E-mail: cnp@petronetlng.in</p> <p>Address: Petronet LNG Limited, 1st Floor World Trade Centre, Babar Road, Barakhamba Lane, New Delhi</p>
12.	Last Date/Time of Submission of Bids	On or before 19th April 2023 (1500 Hrs.)
13.	Last date for submission of Query	On or before 6th April 2023 (Through email on cnp@petronetlng.in)
14.	Date for Pre-Bid Meeting	<p>4th April 2023</p> <p>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.in on or before 3rd April 2023 (1500 Hrs.). PLL will send the link for joining the meeting accordingly.</p>

1. 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.
2. The tender documents are non-transferable and is meant for the intended Interested Party to whom it has been issued.
3. Tenders without Earnest Money, if any, will be liable for rejection.
4. Deposit of EMD by cheque in PLL account directly by party is not acceptable and the offer shall be liable for rejection.

5. The Bids shall be submitted along with necessary documents in support of required qualification and experience along with their offer. Otherwise, their offer is liable to be rejected without further correspondence.
6. PLL reserves the right to reject any or all of the tenders or any part of a tender so received and no compensation shall be paid for the efforts made by the Bidder.
7. The Bidder shall keep his offer open for a period of not less than **three (03) months** from the last date of submission of the Bid as specified above.
8. Any legal dispute shall be within the jurisdiction of court of New Delhi.
9. The Owner reserves the right to abandon the tendering without assigning any reason whatsoever. No compensation shall be paid for the efforts made by the Bidder.
10. Documents furnished along with the tender will be scrutinized after opening of Techno-Commercial bids and further technical queries may be asked if required. Based on replies received from Bidders further technical evaluation will be done.
11. 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). 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.
12. Any revision, Addendum, time extension, etc. to this Bidding Document will be hosted on the above-mentioned website(s). Bidders are requested to visit the website regularly and keep themselves updated.

Contact details are given below:

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**