



**MAHANAGAR
GAS**

MAHANAGAR GAS LTD.

5th Floor, Centrum House, Vidyanagari Marg, CST Road, Kalina,
Santacruz (E), Mumbai – 400 098

NOTICE NO.:
MGL/C&P/EMPANELMENT/PLUMBERS/2016

LAST DATE FOR SUBMISSION: 09.06.2016

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**INVITATION FOR EMPANELMENT OF SERVICE PROVIDERS FOR
PROVIDING PLUMBERS / PIPE-FITTERS /TECHNICIANS**

JOB CATEGORY:

Installation of GI pipe Network (Risers) inside the Residential Complex and associated activities required for PNG Connection like installation of Gas Meter, Copper Tube, Meter Regulator, Brass Valves and providing connection up to Gas Appliances inside Kitchen

Interested Service Providers shall submit duly filled Empanelment form and relevant documents as sought along with **Demand Draft of Rs. 2000/- (Non Refundable)** favoring Mahanagar Gas Limited, payable at Mumbai. The application should be submitted in a **Sealed Envelope** Superscribing it as **"Application for Empanelment for providing Plumbers" to VP (C&P)** at above mentioned address **latest by 09.06.2016.**

The empanelment of a Service Provider at MGL shall only entitle him to be considered for issue of relevant tenders. It shall not confer any right on him either to be necessarily issued the tender or for award of work. MGL has sole discretion to accept or reject any or all the applications at any stage of the process and/ or modify the process without assigning any reason whatsoever. Applications submitted through Agents / Intermediaries will not be considered.

NOTE:

CONTRACTORS / SERVICE PROVIDERS ALREADY ENGAGED WITH MGL FOR LP/MP/GI/LMC/ONLINE JOB NEED NOT APPLY.

1. The Service Provider shall have adequate number of Plumbers / Pipe Fitters / Welders / Technicians who have experience as mentioned in the Empanelment Notice.

In addition to the documents sought in the Empanelment form, the following documents shall mandatorily be submitted along with application form:

- a) Copy of Work Orders for providing manpower as mentioned at Point (1) above.
- b) Copy of Work Completion Certificate from client or any other equivalent documents.
- c) Experience Certificate from client.
- d) PF & ESIC Registration Certificate
- e) Service Tax details.
- f) Provide the details for Number of Plumbers / Pipe Fitters / Welders/ Technicians currently with Service Providers.
- i) Demand draft of Rs.2000/- in favor of Mahanagar Gas Ltd payable at Mumbai.

Merely meeting the above criteria shall not entitle applicant for empanelment with MGL. MGL shall consider all other requirement as stipulated under terms and condition & Empanelment form for considering applicant for empanelment.

MGL shall do the evaluation of applicants based on the documents submitted by the applicants and may categorize them based upon capability, feedback from clients etc. Once the empanelment process is completed, the applicants who will be empaneled shall be intimated.

Brief Scope of Work

The brief scope of work is given below for the purpose of understanding. The detailed scope of work shall be provided at the time of Tender/Award of order.

1. Activity involves Installation of GI gas pipeline in residential buildings, high rise buildings including installation at small commercial establishments.
2. Jointing by Threading /welding of GI Pipeline up to 2 inch diameter, including installation, testing & commissioning.
3. Installation of Copper Pipe and fittings inside kitchen including testing & commissioning.
4. Plumbers/ Pipe Fitters / Technicians / Welders should be able to work at height using rope access system (e.g. Petzl system) as per MGL Procedure.

FORM FOR EMPANELMENT

We _____ are desirous of being enrolled for providing Plumbers / Pipe-Fitters / Technicians and hereby apply for the same. We give the following details for your consideration:

Sr. No	Description	Applicant's Confirmation
1.	Name of the Company / Firm	
2.	Full Address of Registered Office / Corporate Office	
	Telephone No / Fax No.:	
	Contact Person:	
	Mobile No.:	
	E-Mail:	
	Website	
3.	Company's Organizational Structure (Attach Organogram)	
4	Provide the details of the manpower like Plumbers / Pipe-Fitters/ Technicians / Welders etc available with you as on date	
5.	Nature of Company / Firm i.e Proprietorship / Partnership / Private Limited / Government / Public Sector / Service Providers / Others	
6.	In case of Proprietorship firm, attach relevant document showing name of proprietor	
7.	In case of Partnership firm, specify names of the Partners and attach copy of partnership deed	
8.	In case of a Company, attach copy of Articles of Association and Memorandum of Association	

Empanelment Form

Sr. No	Description	Applicant's Confirmation
9.	Year of Establishment & Starting of Production / Shop & Establishment Certificate (Attach copies) OR Registration No. of the Company (Attach copy)	
10.	Confirm Following:	
A	Whether registered under SSI / NSIC (Attach copy)	
B	Whether PSU or Govt. Dept.	
11.	Registration Nos. (Whichever is applicable)	
A	PAN No.	
B	Service Tax No.	
C	PF No.	
D	ESIC No.	
12.	Whether ISO 9001:2008/14001 /OSHAS 18001 or equivalent Certified Company (Attach photo copy, also indicate if under process of certification)	
13.	Details of empanelment with other Organization, Govt., Quasi Govt. Organization (preferably for similar Work) Please attach copies.	
14.	Whether the Company/Firm is under litigation / arbitration cases during last five years; if yes furnish details.	
15.	Whether the Company / Firm / Director / Partner / Proprietor has been de-listed / debarred / kept on holiday / blacklisted in India. If so, the reason for the same.	
16.	Applicant confirms that the document / information furnished are true and valid for the duration of the empanelment and in case there are any changes / variation, the same shall be immediately brought to the notice of MGL. Applicant also confirms that in case of conflicting version, MGL may consider any version as convenient to MGL.	

Empanelment Form

Sr. No	Description	Applicant's Confirmation
17.	Ensure that you have attached copy of PF/ESIC/ Shops and establishment certificates	
18.	Do you have a Safety Policy / intent to have one	
19.	Are you committed to Safety in terms of avoidance of work related injury to your employees, reporting of hazards & safety suggestions on site and attending Safety trainings	
20.	Does the Service Provider hold meeting on safety with staff?	
21.	Is your firm having qualified safety officers?	
22.	Who is responsible for safety of all your work force in your firm & have your site HSE contacts in place?	
23.	We understand and agree that mere empanelment does not entitle us for award of work	

Note: It is mandatory to fill in all the columns by the company and submit the same along with all necessary documents / credentials / copies of the certificates etc. Any other relevant information in support of empanelment may be volunteered by the applicant. All pages may be signed in ink with stamp by the authorized signatory of the Company.

Place:

Signature:

Name & Designation:

Date:

Company Seal:

(To be submitted on the Service Providers Letter Head)

DECLARATION

1. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and MGL, on the basis of the information given by me / us can be treated as invalid by MGL and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Mahanagar Gas Limited in selection of Service Providers will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.
6. The empanelment of a Service Provider shall not confer any right on him either to be necessarily issued the tender or for award of work. MGL has sole discretion to accept or reject any or all the applications at any stage of the process and/ or modify the process without assigning any reason whatsoever. Applications submitted through Agents / Intermediaries will not be considered.

PLACE: SIGNATURE
DATE: NAME & DESIGNATION
SEAL OF ORGANIZATION

TERMS AND CONDITIONS

1. For empanelment the applications will be evaluated based on documents submitted by the Service Provider. The applications shall be accompanied by the required documents indicated in the Empanelment forms such as:
 - i. **Brief about your company**
 - ii. **Copies of Certificates (if certified) like ISO 9001, OSHAS 18001, ISO 14001 or equivalent**
 - iii. **Power of attorney / partnership deed for authorized Signatory**
 - iv. **List of Clients to whom similar services are provided**
 - v. **List of Current Work Orders of similar nature**
 - vi. **Copy of Work Orders & Completion certificates from clients as stated in experience criteria**
 - vii. **Manpower details**
 - viii. **Other details asked in the Application forms**
2. MGL at any time reserves the right to modify the eligibility criteria, to accept or reject any application, to annul the empanelment or to reject any or all the applications or accept new application at any time without assigning any reason or incurring any liability to the applicants.
3. The Service Providers who are under arbitration/litigation with MGL shall not be considered for empanelment, however, request from the Service Provider may be considered for empanelment upon resolution of dispute.
4. The empanelment of Service Provider shall be cancelled by MGL in case of poor performance of the Service Provider, abnormal delay in completion of work, abandoning of the allotted work, bankruptcy, for activities detrimental to the interest of MGL and in case empanelment is secured based on false information/documents. In case of cancellation of empanelment, the Service Provider shall be debarred from tendering/taking up works of MGL for the period as decided by MGL. The decision of MGL in this regard shall be final and binding on the party.
5. MGL reserves the right to call open/limited tenders in which the Service Providers not empaneled in this process but meeting the minimum criteria for the tender can also participate. For such tenders, the empaneled Service Providers under this process meeting the stipulated criteria of tender can also participate.
6. The empaneled Service Providers shall be required to submit EMD and follow tender terms for each tender separately as per the details given in the Tender Documents.
7. MGL reserves the right to reject any application without assigning any reasons thereof and does not bind itself to accept any of the applications.

Empanelment Form

8. MGL takes no responsibility of applications lost/delayed in postal transit. MGL reserves the right to postpone the date of submissions or issue any amendments.
9. Empanelment does not guarantee for issue of tenders to the Service Provider for a particular job. MGL reserves the right to assess the performance & capabilities of Service Provider before issuing the invitation to tender and limit the number of bidders for a particular job. The empaneled Service Providers shall have no claim on MGL if any invitation for any job is not issued to them.
10. The Service Providers shall submit all the documents as asked in empanelment form. The Service Providers may be asked to produce original documents for verification. The Service Providers may also be called for discussions/clarifications and the Service Providers shall depute their authorized representative for the same.
11. MGL may make inspection at the works/work sites/offices of the applicants as and when required and as deemed fit.
12. Service Providers selected for empanelment shall be empanelled for a period of 3 years. This period can be reduced or increased or the empanelment is scrapped at any time, at the sole discretion of MGL without assigning any reasons. In case of empanelment, the Service Providers shall be required to submit every year the latest Balance sheet, up to date list of work done, works in hand etc. failing which their empanelment is liable to be cancelled.
13. The application/documents submitted to MGL are non-returnable.
14. The applications shall be signed by a duly authorized person of the Service Providers;
 - a. In case of Sole Proprietorship, an affidavit of Sole Proprietorship and if the application is signed by any other person, Power of Attorney issued by the Sole Proprietor, in favour of the signatory.
 - b. In case of partnership, if document is not signed by all the partners, Power of Attorney in favour of the Partner/person signing the documents, authorizing him to sign the documents.
 - c. In case of a Company, a copy of the Board resolution, authorizing the signatory to sign on behalf of the Company.
 - d. Applications from Joint Ventures/ Consortium may be considered by MGL at its sole discretion.

Empanelment Form

15. Applications with following discrepancies are liable to be rejected:

- a. Applications, which are incomplete, ambiguous and not accompanied by the documents asked for and the processing fee.
- b. Even though an applicant may satisfy the stated criteria for empanelment, his application is liable for rejection, if he has record of poor performance such as abandoning work, not properly completing the work, delay in completion of work, poor quality of work, financial failure/weakness etc.
- c. Application in respect of which canvassing in any form is resorted to by the applicants.
- d. If the applicant made misleading or false representation or deliberately suppressed the information in the application form and documents etc. or resorts to unfair methods in creating circumstances for the acceptance of his application.

16. CONTRACTORS / SERVICE PROVIDERS ALREADY ENGAGED WITH MGL FOR LP/MP/GI/LMC/ONLINE JOB NEED NOT APPLY.

17. The completed applications along with required documents shall be submitted in an envelope marked "**Application for Empanelment for providing Plumbers**". The applications shall be submitted along with non-refundable processing fees of Rs.2000/- (Rupees Two Thousand only) in the form of Demand Draft/ Pay Order in favour of Mahanagar Gas Limited payable at Mumbai at following address latest by 09.06.2016

**Vice President (Contracts & Procurement)
5th Floor, Centrum House, Vidya Nagari Marg,
CST Road, Kalina, Santacruz (E),
Mumbai -400 098**