



**MAHANAGAR
GAS**

MAHANAGAR GAS LTD.

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

**NOTICE NO.: MGL/EMPANELMENT FOR PE /GI/ ONLINE / STEEL
CONTRACTOR - 2017**

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EMPANELMENT NOTICE

Mahanagar Gas Limited (MGL) is engaged in the business of distribution of Piped Natural Gas (PNG) and Compressed Natural Gas (CNG) in Mumbai, Thane, Navi Mumbai and adjoining areas including Raigarh District. MGL has ambitious plans to reach out to maximum number of households in its existing and new areas by providing PNG Connections inside the Kitchen. To achieve the targets, MGL intends to empanel sound, capable and competent contractors having proven track record in HSE for following categories of job:

Sr. No.	Category
1	Laying of Poly Ethylene (PE) Pipeline for Medium/ Low pressure network
2	Erection of GI pipeline (above ground) and associated activities required for Piped Natural Gas (PNG) Connection
3	Online PNG Connection in gasified building
4	Laying of Steel Pipeline

Contractors having relevant experience and who wish to empanel with MGL can Walk-In along with relevant documents towards credentials / experience at following addresses:

Sr. No.	Date	City	Venue	Timings
1	14.06.2017	Surat	The Gateway Hotel, Ambika Niketan, Athwa Lines, Surat Dumas Road, Surat- 395007, Gujarat Mobile: 9322858584 / 9324941163	10.00 AM to 6.00 PM
2	21.06.2017	New Delhi	Indraprastha Gas Ltd., IGL Bhawan, Plot No. 4, Community Centre, Sector 9, R K Puram New Delhi – 110022 Mobile: 9322858584 / 9324941163	10.00 AM to 6.00 PM

Those who cannot attend as per above schedule, may alternatively send their credentials/documents by post/courier to VP (C&P), Mahanagar Gas Ltd., 5th Floor, Centrum House, Vidyanagari Marg, Kalina, Santacruz (E), Mumbai – 400 098 latest by **30th June 2017**, super scribing the envelope by **"Application for Empanelment - 2017"**. Empanelment form can be downloaded from <https://www.mahanagargas.com/partnerzone/empanelment.aspx>

For queries, please e-mail: pankaj.mukewar@mahanagargas.com;
asingh@mahanagargas.com

Note: Contactors who are currently working / already empaneled with MGL need not to apply or attend the Walk-In.

Experience Criteria required for Empanelment

1. The contractor shall have experience in any one of the following categories:
 - (i) Laying of underground pipelines for carrying Hydrocarbon products / Water / Drainage / Sewage jobs, laying of Underground Duct/ Cable through the method of open excavation.
 - (ii) Installation of above ground water pipe line, Gas Pipe Line/ firefighting system / process plant piping /LPG reticulated system, Construction of Residential/commercial / institutional Building involving Plumbing activities, façade cleaning or any other activity involving Working at Height.
 - (iii) Laying of underground Steel Pipe Line for carrying Hydrocarbon product of size 4" NB to 12" NB or above of minimum length of 8 Km.

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 Jobs mentioned at Point (1) above.
- b) Copy of Work Completion Certificate from client or any other equivalent documents.
- c) Experience Certificate from client if available.
- d) Applicants who have experience as a Subcontractor shall submit work experience certificate signed by the client for whom the work has been carried out. The certificate issued by the main contractor without endorsement by client will not be considered.
- e) PF & ESIC Registration Certificate
- f) Service Tax, VAT and GST Details.
- g) Details of Manpower along with Organogram
- h) Copy of Audited Balance Sheet and Profit and Loss account of last three financial years.
- i) Safety Policy of Company.

Contractors who do not possess experience as indicated above but have experience in the any other related field and are willing to work with MGL for these jobs may also apply. However, MGL reserves the right to accept or reject the applications depending upon merits /credentials of the applicant.

MGL also reserves the right to relax the above criteria in its own Business Interest without assigning any reason. 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 execution capability, financial credentials, Safety and Performance track record, 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.

Scope of work shall be but not limited to :

Laying of PE Job:

Laying of Medium pressure PE pipeline on Municipal corporation/Private Roads, Road crossings, Permanent reinstatement of Private road, Protection of PE pipeline through RCC tiles, U Block & Bottom slabs. Construction of valve chambers & Installation of PE stop off valves and Laying of PE pipe below the drains/culverts/Nallahs. Installation of regulators, obtaining necessary statutory permissions, installation at premises of customer as per MGL safety standards.

GI & LMC Job:

Laying of Low pressure PE pipeline, Erection of above ground threaded and welded GI pipes in residential complexes, commercial establishments, Erection of GI online connections from gasified risers in residential & commercial buildings using work at height (safety rope access system), Installation of domestic gas meter, Meter regulator, Erection of copper tube inside kitchen & conversion of Gas burners, Installation of Commercial gas meter, regulator.

Online Connection Job:

Online Tap off (GI pipe) from Gasified riser, Installation of ERW/GI pipe, Installation of Copper Pipe, Installation of regulator, Gas Meter, Rubber Hose, Valves etc. for supply of Piped Natural Gas inside the Kitchen for Domestic Customers.

Steel Pipe Laying Job:

Laying, Testing and Commissioning of underground 4" NB to 12" NB Carbon steel Pipeline, with associated facilities including valve chamber assembly, DRS, hook-up with existing pipelines, tap off from the existing /proposed Tap-off points. Aboveground Pipe fabrication, Structural fabrication, Valve Installations, city gate station installation, Valve Pits / Valve chambers preparation, wherever required. Installation of pipeline by crossings of road, utilities, underground pipelines & water bodies (river, drain, Stream, Culvert, Nallah etc.) through open cut or by trenchless method.

FORM FOR EMPANELMENT

We _____ are desirous of being enrolled for PE/ GI/Online /Steel job 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.	Nature of Company / Firm i.e Proprietorship / Partnership / Private Limited / Government / Public Sector / Contractors / Others	
5.	In case of Proprietorship firm, attach relevant document showing name of proprietor	
6.	In case of Partnership firm, specify names of the Partners and attach copy of partnership deed	
7.	In case of a Company, attach copy of Articles of Association and Memorandum of Association	

Sr. No	Description	Applicant's Confirmation
8.	Year of Establishment & Starting of Production / Shop & Establishment Certificate (Attach copies) OR Registration No. of the Company (Attach copy)	
9.	Authorization letter from the concerned	
10.	Confirm Following:	
A	Whether registered under SSI / NSIC (Attach copy)	
B	Whether PSU or Govt. Dept.	
11.	Registration Nos. (Whichever is applicable) 1) PAN 2) Sales Tax Registration No.(Central / State) 3) Service Tax 4) TIN No. 5) PF No. 6) ESIC No. 7) Works Contract Tax Registration No. 8) GST No. Please attach copies of documents for above.	
12.	Audited Balance Sheets of immediately preceding three Financial year including Profit and Loss account statement (to be enclosed)	

Sr. No	Description	Applicant's Confirmation
13.	If you are already existing contractor with MGL, please indicate the same.	
14.	Whether ISO 9001:2008/14001 /OSHAS 18001 or equivalent Certified Company (Attach photo copy, also indicate if under process of certification)	
15.	<p>a) List of Clients (Attach list preferably indicating services involving underground and above ground pipeline laying or any other relevant job)</p> <p>b) Work Order of Clients (Attach photo copies for the same)</p> <p>c) Single largest value of order executed in the last three years (Attach copy of WO / Completion certificate) as stated in eligibility criteria (point no.1 & 2)</p>	
16.	Details of empanelment with other Organization, Govt., Quasi Govt. Organization (preferably for similar Work) Please attach copies.	
17.	Any other Special / relevant information.	
18.	Whether the Company/Firm is under litigation / arbitration cases during last five years; if yes furnish details.	
19.	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.	
20.	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.	

Sr. No	Description	Applicant's Confirmation
21.	Please provide the details of the manpower engaged by your company like technicians, plumbers, fitters etc.	
22.	Pl. provide Safety Policy of Your Company as a attachment (if exists)	
23.	Pl. ensure that you submit duly filled in Safety Questionnaire (Annexure I) & HSE Assessment Sheet (Annexure II) along with other details as stipulated in above documents	
24.	Pl. ensure that you have attached copy of PF/ESIC/ Shops and establishment certificates	
25.	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:

Annexure I

HSE Questionnaire

Sr. No.	HSE requirement	Status		Clarification/Answer
		Yes	No	
1	Kindly attach your ESIC policy or Workmen compensation policy			
2	Do you have a Safety Policy / intent to have one.			
3	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			
4	Kindly submit the organization structure for your company. (Please give a detailed list of the employees with their qualifications and Experience)			
5	Kindly provide a detailed list of tools and equipments owned by your organisation for this contract.			
6	Give your legal compliance status? e.g. ESI returns, PF returns etc			
7	Do your supervisors carry out safety inspections on site?			
8	Does the contractor hold meeting on safety with staff?			
9	Provide PPE (Personal Protective Equipment) list used in your last contract of similar job			
10	Is your firm having qualified safety officers give details?			
11	Who is responsible for safety of all your work force in your firm & have your site HSE contacts in place?			

Declaration: The information provided herewith is true & correct to the best of my knowledge & belief and if found incorrect during any phase of the contracted job the client is authorized to cancel the work order allotted to me with out any financial obligations arising out of such act.

Authorized Signatory: _____

Seal:

Annexure II

CONTRACTORS HEALTH, SAFETY & ENVIRONMENT ASSESSMENT

Contractor's Name: _____ Telephone : _____

Address: _____ Fax : _____

Number of Employees : _____

Completed by	Position	Date	Signature
_____	_____	_____	_____

Having made all possible enquires to the best of my knowledge, information and belief

- Provide at least 3 examples of work carried out by your company in the last two years of a similar nature to that being carried out. Please state the nature, value, duration and who the work was carried out for, Examples enclosed.
 YES NO
- Does your company have a Health, Safety and Environment policy. If yes, please provide copies. If No, please indicate your intentions.
 YES NO
- Who in your company has day-to-day responsibility for the management of health, safety and environment protection.

Name	Position	Tel.
_____	_____	_____
- Who will be responsible for on-site health, safety and environmental protection for work carried out on behalf of MGL.

Name	Position	Tel.
_____	_____	_____
- Provide details of relevant experience and qualification of the person named in 4 above. Details enclosed.
 YES NO

6. Provide details of the Health, Safety and Environment training provided to your employees.
 Details enclosed. YES NO
7. a. Provide details of the system in place to monitor your health, safety and environment performance and record accidents, incidents and near misses.
 Details enclosed YES NO
- b. Provide details of your company safety record over the last 2 years e.g., No. of accidents, injuries etc.
 Details enclosed YES NO
8. Has your company or any individual employee been prosecuted by or reported to any enforcing authorities in relation to Health, Safety or Environmental issues.
 YES NO
9. Provide details of Employers Liability Insurance and Public Liability Insurance held by your company. Please give the value of Insurance cover held and the renewal dates.
 Details enclosed. YES NO
10. Provide examples of Risk Assessments and/or method statements for the activities you carry out.
 Details enclosed. YES NO
11. a) Where applicable, can you confirm that all your systems and equipment are fully Year 2004 compliant.
 YES NO
- b) If the answers is No, give details separately of the actions being taken to ensure compliance.

Please attach the completed questionnaire together with copies of all relevant documentation in duly signed by authorized signatory in technical bid of tender.

(To be submitted on the Contractors 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 contractors 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 contractor 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