



**MAHANAGAR
GAS**

MAHANAGAR GAS LTD.

Equinox Business Park, 5th Floor, West Wing, Tower 3, Off Bandra
Kurla Complex LBS Marg, Kurla (West), Mumbai-400070

**NOTICE FOR "EMPANELMENT OF CONTRACTORS" PUBLISHED IN TIMES OF
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LAST DATE FOR SUBMISSION OF FORM: 10.06.2019

JOB CATEGORY:

Sr. No.	Category
1	Laying of Steel pipeline in Navi Mumbai / Thane / Raigad Areas
2	Laying of Poly Ethylene (PE) Pipeline for Medium/ Low pressure
3	Erection of GI pipe & providing Last Mile Connectivity inside Kitchen

Interested contractors shall submit duly filled Empanelment form and relevant documents as sought along with **Demand Draft of Rs. 2360/- (Non-Refundable)** favoring Mahanagar Gas Limited, payable at Mumbai. The application should be submitted in a **Sealed Envelope** Super scribing it as "**Application for Empanelment 2019 (contractor shall mention the category i.e Steel/PE/GI) to VP (C&P)**" at above mentioned address **latest by 10.06.2019.**

The empanelment of a contractor 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 issue 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.

Eligibility Criteria

For PE Laying:

1. The contractor shall have experience in any one of the following categories:

Contractors having experience of activities viz. Laying of underground pipelines for carrying Hydrocarbon products / Water / Drainage / Sewage jobs, Laying of Underground Duct/ Cable through the method of open excavation for Laying of MP/LP job.

2. The minimum Audited Annual Turnover of the contractor shall be ₹ 300 Lakhs in any one of the last three financial years ending 31st March 2018.

For Steel Laying:

1. Bidder should have executed job of laying underground Steel pipeline carrying Hydrocarbon product. Contractors having experience of steel laying through HDD method also may apply. Contractor shall submit the details of Welding machine, Qualified welders etc.

2. The minimum Audited Annual Turnover of the contractor shall be ₹ 500 Lakhs in any one of the last three financial years ending 31st March 2018.

For GI/LMC (Inside Residential Building Work):

1. The contractor shall have experience in any one of the following categories:

Installation of above ground water 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. Contractor having sufficient number of plumbing team may also apply.

2. The minimum Audited Annual Turnover of the contractor shall be ₹ 150 Lakhs in any one of the last three financial years ending 31st March 2018.

MGL reserves the right to relax the eligibility criteria in its own Business Interest without assigning any reason. Merely meeting the eligibility 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.

Bidder shall furnish copies of work order(s), Work Completion certificate for jobs related to categories as mentioned at above. Bidder shall also furnish copies of Balance Sheet and P&L Account (Audited) for previous 3 years.

FORM FOR EMPANELMENT OF CONTRACTORS

We M/s. _____ are desirous of being enrolled on list of contractors for category (PE Laying / Steel laying / GI & LMC – please tick the relevant category) 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	The Category of JOB you wish to be empaneled for	1. Steel Laying [] 2. PE Laying [] 3. GI/LMC [] (please tick the applicable category)
3	Full Address of Registered Office / Corporate Office	
	Telephone No:	
	Fax No.:	
	Contact Person:	
	Mobile No.:	
	E-Mail:	
	Website	
4	Company's Organizational Structure (Attach Organogram)	
5	Nature of Company / Firm i.e Proprietorship / Partnership / Private Limited / Government / Public Sector / Contractors / 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	
9	Year of Establishment & Starting of Production / Shop & Establishment Certificate (Attach copies) OR Registration No. of the Company (Attach copy)	
10	Authorization letter from the concerned	
11	Confirm Following:	
A	Whether registered under NSIC/MSME/SSI (Attach copy)	
B	Whether PSU or Govt. Dept.	
12	Registration Nos. (Whichever is applicable) 1) PAN 2) GST No 3) PF No. 4) ESIC No. Please attach copies of documents for above.	
13	Audited Balance Sheets of immediately preceding three Financial year including Profit and Loss account statement (to be enclosed)	
14	If you are already existing contractor with MGL, please indicate the same.	
15	Whether ISO 9001:2008/14001 /OSHAS 18001 or equivalent Certified Company (Attach photo copy, also indicate if under process of certification)	

16	<p>a) List of Clients (Attach list preferably services)</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.</p>	
17	<p>Details of empanelment with other Organization, Govt., Quasi Govt. Organization (preferably for similar Work) Please attach copies.</p>	
18	<p>Any other Special / relevant information.</p>	
19	<p>Whether the Company/Firm is under litigation / arbitration cases during last five years; if yes furnish details.</p>	
20	<p>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.</p>	
21	<p>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.</p>	
22	<p>Please provide the details of the manpower engaged by your company like technicians, plumbers, fitters etc.</p>	
23	<p>Please provide Safety Policy of Your Company as a attachment (if exists)</p>	

Empanelment Form

24	Please 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	
25	Please ensure that you have attached copy of PF/ESIC/ Shops and establishment certificates	
26	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

TERMS AND CONDITIONS

1. For empanelment the applications will be evaluated for meeting the minimum stipulated financial and experience criteria. The details of plant & machinery, manpower employed, pending litigation, performance on earlier projects etc. shall also be evaluated for empanelment of the contractors. The applications received will be evaluated on the basis of information & documents provided by the applicant and in case the applicant is found to be suitable on the criteria of MGL, the applicant shall be empanelled for the category of works. The applications not meeting the criteria of MGL shall be rejected. **The applications shall be accompanied by the required documents indicated in the Empanelment forms such as:**
 - i. **Brief about your company.**
 - ii. **Health, Safety and Environment Policy of the company.**
 - iii. **Copies of Certificates (if certified) like ISO 9001, OSHAS 18001, ISO 14001 or equivalent.**
 - iv. **Power of attorney / partnership deed for authorized Signatory.**
 - v. **List of Clients to whom similar services are provided.**
 - vi. **List of Current Work Orders of similar nature (Working at Height)**
 - vii. **Audited Balance Sheet and Profit & Loss statement for last 3 years.**
 - viii. **Copy of Work Orders & Completion certificates from clients as stated in eligibility criteria.**
 - ix. **List of Plant & Machinery.**
 - x. **Manpower details.**
 - xi. **Details of pending litigation etc.**
 - xii. **Other details asked in the Application forms.**
 - xiii. **Organogram.**
 - xiv. **HSE questionnaire and Assessment Sheet (refer Annexure I &II) duly filled.**
2. MGL at any time reserves the right to modify the eligibility criteria, to accept or reject any application, to annual 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 contractors who are under arbitration/litigation with MGL shall not be considered for empanelment, however, request from the contractor may be considered for empanelment upon resolution of dispute.

4. The empanelment of contractor shall be cancelled by MGL in case of poor performance of the contractor, 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 contractor 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 contractors not empanelled in this process but meeting the minimum criteria for the tender can participate. For such tenders, the empanelled contractors under this process meeting the stipulated criteria of tender can also participate.
6. The empanelled contractors 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.
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 contractor for a particular job. MGL reserves the right to assess the performance & capabilities of contractor before issuing the invitation to tender and limit the number of bidders for a particular job. The empanelled contractors shall have no claim on MGL if any invitation for any job is not issued to them.
10. The contractors shall submit all the documents as asked in empanelment form. The contractors may be asked to produce original documents for verification. The contractors may also be called for discussions/clarifications and the contractors 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. Contractors 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 contractors 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 contractors;
 - 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.
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 minimum criteria of MGL 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. The completed applications along with required documents shall be submitted in an envelope marked "Application for Empanelment for PE/Steel/GI Work - 2019". The applications shall be submitted along with non-refundable processing fees of Rs.2360/- (Rupees Two Thousand Three Hundred and Sixty only) in the form of Demand Draft/ Pay Order in favor of Mahanagar Gas Limited payable at Mumbai at following address latest by 10.06.2019:
Vice President (Contracts & Procurement & CRO)
Equinox Business Park
5th Floor, West Wing,
Tower 3, Off Bandra Kurla Complex
LBS Marg, Kurla (West), Mumbai-400070