



**SCOPE OF WORK FOR HIRING CONSULTANCY FOR
VARIOUS LIAISONING WORK FOR GUJARAT GAS
CNG/LNG/LCNG STATIONS - PROJECT**

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Ref. No.: GGL/TS/CNG/2020/MAY/02-R1



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1. INTRODUCTION

Gujarat Gas Ltd (GGL), a Group Company of Gujarat State Petroleum Corporation Ltd., (State Government undertaking), is in business of distribution Natural Gas to Industrial/ Commercial/ Non-Commercial/ Domestic Customers, CNG and LCNG Stations in various cities authorized to GGL by PNGRB Viz: in the state of Gujarat, Maharashtra, Punjab, Haryana, Rajasthan, Madhya Pradesh and Dadra Nagar Haveli Union Territory etc.

2. GENERAL

This scope of work mainly covers the requirement of agency/ consultant for providing technical support in preparing necessary documentation & liaisoning with various authorities required to issue permission in the form of no objection certificate (NOC) from District Magistrate/ Police Commissioner (as applicable) for constructing / operation of Gujarat Gas CNG/LNG/LCNG stations planned by GGL across operational areas of GGL.

3. DEFINATIONS

GGL	Gujarat Gas Ltd.
OWNER or CLIENT or COMPANY	Shall mean Gujarat Gas Ltd., a company incorporated under the Companies Act, 1956 and having its corporate office in Ahmedabad and more particularly specified in the CONTRACT, and shall include its successors and assignees.
CONSULTANT	Shall mean the person or firm or body corporate appointed by the Owner for the purpose of providing services as determined by him in connection with this project
BIDDER	Designates the person or legal entity which has made a proposal, a tender or a bid with the aim of concluding a Contract with the Purchaser/Owner.
VENDOR	The person(s), firm, company, organization from whom Client / Contractor procures materials
CONTRACT	Shall mean this document, together with SCC, SOW & TS, SOR, along with all documents, attachments, schedules, exhibits, appendices and Annexures attached thereto or any items specifically incorporated by reference and any addendum, variation or amendment thereto.



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CONTRACTOR	Shall means the person, firm or company specified and entering into the Contract with the Owner and its or their legal personal representatives, successors and permitted assigns
SITE	Means the area or areas on which the SERVICES are to be executed or carried out and any other places provided by OWNER for the purpose of the CONTRACT.
EOI	Expression of Interest
GCC	General Conditions of Contract
BQC	Bidder Qualification Criteria
NOC	No Objection Certificate
DM	District Magistrate
HSE/HSE NORMS	Shall mean the health, safety, security and environmental norms which are to be followed by the CONTRACTOR to ensure safety in the OWNER'S gas supply operations and which are based on internationally accepted standards, procedures and practices in the natural gas industry. The CONTRACTOR shall obtain a copy of the HSE NORMS from the OWNER at the time of execution of CONTRACT and shall thereafter obtain updates on the same from the OWNER from time to time during the term of the CONTRACT.
RATES VALIDITY	Shall mean period in which SCHEDULE OF RATES have been agreed in between PARTIES for execution of CONTRACT and any ADDENDUM, VARIATION or AMENDMENT there to.
SCHEDULE OF RATES or RATES or SOR	Shall, for the purpose of CONTRACT mean Schedule of Rates attached to CONTRACT as Section III and for the purpose of CONTRACT, mean the schedule of rates agreed between PARTIES and annexed to the CONTRACT and any ADDENDUM, VARIATION or AMENDMENT thereto
WORKING DAY	Means any day which is not declared to be holiday or rest day by the OWNER.

4. SCOPE OF WORK FOR BIDDER

- 4.1 Bidder shall prepare required documents/drawings (in-line with PESO approved layout) as per directive of various authorities as required for application.
- 4.2 Bidder need to obtain District Magistrate/ Police Commissioner (as applicable) No objection certificate for GGL CNG/LNG/LCNG station. GGL will provide written intimation to the bidder for



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- applicability of District Magistrate/ Police Commissioner NOC. All permission or approval require for obtaining District Magistrate/ Police Commissioner NOC is in bidder scope.
- 4.3 Bidder shall submit all the documents along with layouts etc. to applicable authorities personally and shall ensure the acknowledgement receipt of the same from all the authorities.
 - 4.4 Bidder shall make visit along with GGL officer or alone at various authorities for liaisoning to obtain NOC/ permission/ Certificate within the agreed timelines.
 - 4.5 Bidder shall liaison at various authorities to obtain NOC/permission/certificate within time frame
 - 4.6 Bidder shall ensure the list of documents to be submitted as per approval directives before submitting at various authorizes to avoid any query regarding missing of document etc.
 - 4.7 Bidder shall follow up with GGL and shall submit the reply within the applicable timelines
 - 4.8 Bidder shall coordinate with GGL reply to the queries raised from any office within two working days and shall update to GGL about the progress.
 - 4.9 Bidder shall Liaison at various authority offices for scheduling and arranging the inspection at site.
 - 4.10 Bidder shall coordinate with various government/private authorities as need to get the additional documents which are required to process the application to get NOC/Permission/certificate.
 - 4.11 Bidder shall make his own arrangements to provide all facilities like traveling, lodging, accommodation / boarding, transportation, office expenses, courier charge, packing & forwarding charge etc. to various authorities officer as required time to time
 - 4.12 All persons engaged by the Bidder shall be the Bidder owns employee and they will claim no privileges from Gujarat Gas Limited. Bidder will be directly responsible for the administration of his employee as regard general discipline and courteous behavior.
 - 4.13 Bidder shall have continuous co-ordination with various agencies as required and ensure to obtain the required permission within time frame as mentioned in SOR.
 - 4.14 Bidder shall monitor the progress of all the applications and shall keep a ready record available, the same shall submit to GGL as and when required.
 - 4.15 Bidder shall submit the Original sets of NOC to GGL office as and when issued or shall provide information, if NOC ready but not handover to except GGL authorized person.
 - 4.16 Consultancy charges shall be paid to the bidder after handover of the NOCs to the GGL.

5. SCOPE OF WORK FOR GGL

- 5.1 GGL will provide the list of stations where the support is required, also will arrange the only available documents to process the application to avail the required permission.
- 5.2 GGL will provide Vehicle arrangement for their own representative, if required to carry out any inspection to respective CNG/LNG/LCNG station.
- 5.3 GGL will provide details of station at the time of application.
- 5.4 GGL will provide initial PESO approval for CNG/LNG/LCNG station, site layout, land document and non-agriculture land certificate (if applicable).



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6. GENERAL TERMS & CONDITIONS

The scope/ specification covers the minimum specified requirement for the various activities to be carried out by the BIDDER towards the contract; but not limited to:

- 6.1 BIDDER shall, with due care & diligence, execute the work in compliance with all laws, by laws, ordinances, regulations etc. BIDDER shall follow the latest edition/ amendments of all applicable laws, guidelines, ordinances, regulations etc. issued by the concern authority time to time.
- 6.2 All documents need to be returned back to GGL which are taken for the activity and no information shall be shared in any form to any third party without prior written permission from GGL.
- 6.3 BIDDER shall procure the computer system along with the software required and other things of whatsoever nature required in or about the execution of the work, whether of temporary or permanent nature shall be in the scope of BIDDER with no extra cost to GGL. Without limiting the generality thereon, BIDDER shall do all work necessary at each of the activity which is required to complete the job in all respect.
- 6.4 All day to day travel of manpower and transportation to GGL Ahmedabad office shall be in the scope of BIDDER with no extra cost to GGL.
- 6.5 BIDDER shall take prior approval from GGL representative before deploying manpower/ personnel's for carrying out any assignment. BIDDER shall submit the qualification of the personnel's to GGL representative for approval before initiation of work till the end of the tenure and if deemed necessary GGL representative may take interview for screening of manpower/ personnel's proposed by BIDDER. GGL representative shall have the right to reject the proposed manpower/ personnel without any prejudice and without providing any clarification to BIDDER.
- 6.6 All persons engaged by the BIDDER shall be the BIDDER's own employee and they will claim no privileges from GGL. The BIDDER will directly be responsible for the administration of his employee as regard to general discipline and courteous behaviours.
- 6.7 The BIDDER shall be solely and exclusively responsible for employing persons in execution of this CONTRACT. The GGL shall have no liability whatsoever concerning the BIDDER's employees in any respect.
- 6.8 Before starting of work, BIDDER shall get familiarize for the Work and shall obtain approval/ clearance from GGL representative and/or GGL Site Engineer.
- 6.9 BIDDER shall not allot sub-contract for any or part of the above job. All the responsibility for the completion of job shall be in the BIDDER's scope.
- 6.10 This CONTRACT is non-transferable and non-assignable. The BIDDER shall not transfer or assign the whole or any part of the CONTRACT in any manner whatsoever without prior consent of the GGL in writing in this behalf.
- 6.11 Terms and conditions mentioned in this CONTRACT shall take precedence over any and all other terms and conditions mentioned elsewhere in the BIDDER's offer.
- 6.12 The WORK will be assigned on case to case basis for projects work by GGL Engineer Incharge. GGL Engineer In-charge shall intimate the work requirement on weekly basis.
- 6.13 If the WORK is not executed as per GGL satisfaction level, then BIDDER shall do the necessary rework at his own cost within the time line specified by the GGL. Failing upon which GGL shall reserve the right to complete the work at his own and the actual cost incurred to execute such WORK shall be collected from SERVICE PROVIDER.



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- 6.14 No additional cost shall be paid to the BIDDER in case of re-work is demanded by the GGL due to non-compliance of obligations under contract. BIDDER shall sort out the queries, if any during the site visit within time frame.
- 6.15 BIDDER's representative should not be without Identity Card at GGL premises. The ID card shall be provided by SERVICE PROVIDER.

7. PERIOD OF CONTRACT

- 7.1 The contract shall be valid for a period of 2 years from the date of award.
- 7.2 GGL reserves the right to terminate the contract with the prior notice of 01 months.
- 7.3 Payment will be released within 30 days after submission of invoice along with required documents.
- 7.4 5% PBG to be deducted from each RA bill, to be released at the end of PO.
- 7.5 No need to hold retention amount (Security deposit)

8. TIMELINE AND PENALTY CHARGES:

- 8.1 If the NOC/permission/certificate obtained within 60 days from the date of application, 100% of the agreed amount will be paid.
- 8.2 If the NOC/permission/certificate obtained within 61-90 days from the date of application, 90% of the agreed amount will be paid.
- 8.3 If the NOC/permission/certificate obtained within 91-120 days from the date of application, 80% of the agreed amount will be paid.
- 8.4 If the NOC/permission/certificate obtained within 121-150 days from the date of application, 70% of the agreed amount will be paid.
- 8.5 If the NOC/permission/certificate obtained after 150 days from the date of application, 50% of the agreed amount will be paid.