

**ASSAM GAS COMPANY LTD**  
**A Govt of Assam Undertaking**  
**P.O. Duliajan, Dist : Dibrugarh**  
**Assam 786 602**

Ref : PNGRB/HSE/TECH/02/08/Pt.II/16

Dated : 14-12-2009

**NOTICE INVITING TENDER**  
**FOR**

**ESTABLISHMENT OF AN EFFECTIVE HEALTH, SAFETY AND ENVIRONMENT**  
**MANAGEMENT SYSTEM (HSE MANAGEMENT SYSTEM) PLUS MANAGEMENT OF**  
**CHANGE SYSTEM FOR AGCL AS PER PNGRB NORMS.**

- 1.1 Assam Gas Company Limited (AGCL) a Govt. of Assam undertaking, has a network of underground natural gas trunk and distribution pipelines and serves about 350 tea estates, 400 commercial establishments, about 20,000 domestic consumers and several bulk consumers in the districts of Dibrugarh, Tinsukia, Sibsagar, Jorhat , Golaghat and Cachar in Assam. The company's headquarter is at Duliajan having a capacity to transport 5.5 MMSCMD of natural gas. Presently Piped Natural gas is supplied to domestic and commercial consumers in 10(Ten) towns of upper Assam.
- 1.2 AGCL invites reputed institutions / firms / individuals, (herein after known as contractor) possessing sound knowledge, financial resources and requisite expertise and in-depth previous experience of jobs in establishment of HSE Management System and Management of Change System, etc. as per Petroleum and Natural Gas Regulatory Board (PNGRB) requirements to submit their Tenders for the above captioned project. **No Tender documents will be issued.** Intending bidders are requested to send their bids in their own letterheads.
- 1.3 Sealed TENDER under the two bid system super scribing the Tender No and date may be addressed to: The Managing Director, Assam Gas Company Ltd., P.O. Duliajan, Dist : Dibrugarh, Assam 786 602 and sent to Senior Manager (Technical Services), Assam Gas Company Ltd., Duliajan so as to reach latest by **2:00 pm on 11-01-2010** and Technical Bids likely to be opened at 2:30 PM. (IST) on the same day. In the event of any unavoidable circumstances if Technical bids cannot be opened on the said date they shall be opened on the next working day at the same time. The sealed Priced Bids shall be opened only for shortlisted tenderers on a later date after evaluation of Technical Bids. **Earnest Money (EMD) of Rs. 10,000.00** (Indian Rupees Ten Thousand only) in the form of Demand Draft in any Nationalised Bank in favour of Assam Gas Company Ltd. payable at Duliajan, Assam, India, 786 602 must be enclosed with the Technical Bid which will be retained by the company for successful tenderers till formal completion and acceptance of the solution. For any clarifications, the parties may contact [assamgas@sancharnet.in](mailto:assamgas@sancharnet.in) or telephone at 0374-2800452. The company shall not be held responsible for postal delays / transit loss, etc.

- 1.4 **Minimum Bid Evaluation Criteria** : Vendors submitting tenders for the above project shall meet the following criteria as on the date of tender failing which they shall be treated as Technically disqualified.
- (a) The bidder must have experience in successful establishment of at least one HSE Management system and one Management of Change System during the last three years (April 2006 – March 2009). Completion certificate from owner must be attached.
  - (b) Name of the organizations / firms for which such a system was established and made operational during the last three years with certificates showing Contract No, scheduled start and completion dates, actual start and completion dates, contracted value and actual value at completion. Please refer to Experience List in Bid Proposal Sheet.
  - (c) Latest Income Tax clearance certificate and PAN No.
  - (d) Latest Service Tax Registration No :
  - (e) Audited Financial Statements of last 3 years, say 2006-07, 2007-08 and 2008-09.
  - (f) Earnest Money Deposit of Rs 10,000.00 (Rupees Ten Thousand only) in the form of Demand Draft.

The Company reserves the right to accept or reject any or all the Tenders without showing any reason thereof.

**Tender paper submitted without the documents mentioned above & the Earnest Money, will be rejected outright.**

*MANAGING DIRECTOR*

## **2.0 BRIEF SCOPE OF WORK:**

2.1 Scope of work of the contractor is outlined below. However, the list is not exclusive and limiting. The contractor shall also be required to do the works not specifically mentioned below, but other wise required for overall completion of the project. Contractor shall follow all PNGRB applicable codes and standards as well as shall use the latest techniques.

The HSE Management System shall cover the following key elements.

- (a) HSE Policy statement.
- (b) Organizational objectives to ensure implementation of the policy.
- (c) Set of detailed processes supporting each activities of HSE Management System.
- (d) Implementation of control and monitoring activities.
- (e) Periodic monitoring, review and reporting activities.
- (f) Audit of internal and external activities.

Following processes shall be prepared as a part of HSE Management system

- (h) Emergency Management System to Safely handle emergencies with minimal risk and Pandemic Plan.
- (i) Disaster Management Plan encompassing offsite and onsite emergency response plans and mutual aid system.
- (j) Hazard Identification Processes such as HAZOP.
- (k) Risk analysis and Risk Assessment process such as QRA
- (l) Safety and Technical competency System.
- (m) A documented in house accident reporting procedure and its response plan for all kind of accidents/emergencies.
- (n) An Occupational Health and Safety Legal applicability Matrix as well as Occupational Health and Safety (OH&S) Legal compliance Matrix.
- (o) An Environmental Legislative Register (ELR) to provide the user a register of practical implementation in terms of day to day activities which the operation has to comply. Of particular relevance are the details of consents / permits / authorization or licenses required for an activity and from whom and how it is obtained.
- (p) Additional practices like carrying out periodic Work Place Inspection of all Critical Activities by senior management team, implementation of Behavior Based Safety Programs and implementation of Safety Intervention System should be considered to improve the safety culture of the organization.

2.1.1 The scope of the work covers the development of a systematic *Management of Change* process to identify and consider the impact of changes to Gas Transportation system and their integrity for Safe Control of Operations (SCO). Management of Change should address technical, physical, procedural and organizational changes of the system, whether permanent or temporary.

As part of the work, the contractor is to provide technical consulting, system design, system development, documentation, provide assistance in implementation of the systems and to train the AGCL personnel as per requirement. Failure to furnish all information required as per the Tender document and for the project may result in the rejection of the Tender.

2.1.2 The tenderer may visit at his cost and inspect the sites and available infrastructure and on his own responsibility, shall obtain all necessary information, which may be required for the purpose of his tender. No excuse of ignorance as to site conditions and local

information will be accepted. All costs, charges and expenses that may be incurred by the tenderer in connection with the preparation of his tender, shall be borne by him and AGCL shall accept no liability whatsoever, in this regard.

## 2.2 **BRIEF DESCRIPTION**

2.2.1 AGCL has the following underground Natural gas MS pipelines

1. Duliajan to Namrup High pressure 2 nos
2. Duliajan to Namrup Low pressure 2 nos.
3. Duliajan to Moran Low pressure 1 no
4. Duliajan to Golaghat Low pressure 1 no
5. Duliajan to Dibrugarh High pressure 1 no
6. Tengakhat to Doomdooma Low pressure 1 no
7. Digboi to Doomdooma Low pressure 1 no
9. Digboi to Margherita Low pressure 1 no.
10. Kathalguri OCS to NEEPCO Low Pressure 1 no.
11. Koraghat to Golaghat. Low pressure 1 no
12. Baskandi to DLF power plant Low pressure 1 no
13. Adamtilla to DLF power plant Low pressure 1 no

Maps showing the locations of the pipelines in Annexure I and Annexure II are enclosed.

2.2.2 AGCL is supplying PNG to domestic and commercial consumers in 10 towns of Assam. They are Duliajan, Sibsagar, Nazira, Moran, Dibrugarh, Digboi, Tinsukia, Naharkatia, Margherita and Jorhat.

2.2.3 There are about 350 Tea factories that receive Natural Gas from various pipelines of AGCL at different locations.

2.2.4 Business of AGCL is Collection, Transportation & Distribution of Natural Gas for Industrial, Commercial & Domestic Consumers. To achieve the above objective the following activities are undertaken ROW survey, design & development, procurement, ROW clearance, construction & laying of pipeline system, testing & commissioning.

2.2.5 The gas transportation system includes the following functionalities

- i) Pipeline system.
- ii) Compressor station
- iii) Instrumentation.

2.2.6 Other supporting activities includes Civil Engineering, Fire & Safety, Workshop, Electrical, IT, Medical, Accounts & Finance, Security etc

### **3.0 BID SUBMISSION**

3.1 BIDS IN TWO (2) PARTS IN SEPARATE SEALED COVERS WITH THE NAME OF THE WORK AND TENDER NO WRITTEN IN BOLD AND CLEAR WRITING

**PART-A : TECHNICAL OFFER**

**EMD of Rs 10,000.00**

Technical Submission containing all relevant documentation as per Qualification criteria (Minimum Bid Evaluation Criteria)

Technical Offer.

Brief Description of System requirement as understood and proposed by bidder.

Commercial Terms.

Warranty Support Terms

Training

Experience List

Certification

*Un Priced Price Bids but with other matters filled in.*

**PART-B : PRICED OFFER**

Priced offer in prescribed format

The price bids shall be opened only for technically qualified bidders

3.2 The EMD amount of INR 10,000.00 (Indian Rupees Ten Thousand only) in the form of a Demand Draft should be included in the Sealed Technical Offer part. These two covers shall be put into one outer cover and sealed. All the covers should duly bear the tender number and date of closing along with the name and address of the bidder.

### **4.0 TENDER PREPARATION**

4.1 Tenders must provide a concise description of the Tenderer's ability to satisfy the requirements of the Tender with emphasis on completeness and clarity of the content. The tender prepared by the tenderer shall include the following components

4.2 A summary of the Tenderer's interest in the tender which includes an understanding of the objectives of the project and salient features of the Tender, including the Preliminary Project Plan indicating the programme of work and resource planning chart for the works.

4.3 A statement that Tenderer agrees to be bound by all contract terms and conditions stated in this Tender and as may be revised by Addenda issued before the closing date.

4.4 Pricing Information shall NOT be included in this part of the Tender. Tenderers shall ensure that no pricing information of any type is shown in their technical Tender. The inclusion of pricing in any place other than the sealed Pricing Tender will result in rejection of the Tender.

4.5 All pages of the Tender must be numbered and signed by the authorized signatory.

4.6 The prices quoted shall be firm and include all charges for Royalties payable in respect of the use of any software letters patent, registered design, trade mark or name, drawing or technical information which may be involved in the performance of this work. Taxes, etc shall be shown separately.

- 4.7 The prices and amounts entered in the schedule of prices shall represent the Tenderer's offer generally in accordance with the requirement. However, the Tenderer may propose the tender deviations in specifications, etc. should they consider such deviation expedient or necessary in order to conform to PNGRB Technical Standard T4 or any other concerned PNGRB regulations. Such deviations in specifications should be indicated separately with justification and enclosed in Technical Bid and the corresponding prices indicated in Price Bid.
- 4.8 The applicant can visit the AGCL office on a mutually acceptable date prior to the submission of their offer for ascertaining / collecting additional information, if required, at his own cost.
- 4.9 Tender Clarifications : Prospective tenderers requiring further information or clarification of the tender documents, may contact Sr Manager (Technical Service) Duliajan 786 602 Dist: Dibrugarh, Assam in writing or through Fax 0374-2800557 or e-mail at the [assamgas@sancharnet.in](mailto:assamgas@sancharnet.in), at least one day before the Pre-Bid meeting.
- 4.10 At any time prior to the deadline for submission of tenders, Assam Gas Company Ltd. for any reason, whether at his own initiative or in response to a clarification required by a prospective tenderer, may modify the tender documents by issuance of amendments. Such amendments shall be part of the tender documents pursuant to relevant Clause and will be notified in AGCL website [assamgas.org](http://assamgas.org). The same will be binding on tenderers. Managing Director Assam Gas Company Ltd. may, at his discretion, may extend the deadline for the submission of the tenders.

## **5.0 PRE-BID MEETING**

- 5.1 A pre-bid meeting has been tentatively scheduled at 9:00 am on **28-12-2009** at Duliajan 786 602 Dist: Dibrugarh Assam to offer clarifications required, if any, on the Tender documents and on the system requirements from the end user's viewpoint. Tenderers are requested to intimate in advance their intent to attend the meeting at their own cost.

## **7.0 CONDITIONS OF CONTRACT**

- 7.1 Contractual Obligation : All Tenderers who submit a Tender in response to this tender shall understand, acknowledge and agree that the AGCL is not obligated thereby to enter into an agreement or contract with any Tenderer and, further, has absolutely no financial obligation to any Tenderer.
- 7.2 Contract Acceptance : A Tender submitted in response to this tender shall be considered a binding offer. Acknowledgement of this condition shall be indicated by signature of an officer of the Tenderer legally authorized to execute contractual obligations and shall be conveyed by submitting a signed Form of Tender as per the enclosed format.
- 7.3 All prices and any other significant factors contained in the Tender shall be valid for acceptance for a period of 180 calendar days from the Tender closing date. Notwithstanding the above, the validity period of the offers may be extended by Assam Gas Company Ltd with the consent of the tenderers.

- 7.4 Ownership of system developed under this contract including all documentation shall be with Assam Gas Company Ltd but shall be under the custody of the Contractor till it is formally accepted and taken over by the company. The Contractor shall transfer all documentation developed to maintain the system in form of hard and soft copies to the Company prior to issue of Operational Acceptance certificate by the Company.
- 7.5 The Contractor shall ensure that the system developed is capable to meet all the requirements prescribed by PNGRB (Petroleum and Natural Gas Regulatory Board) notified regulations and Technical Standards.
- 7.6 Detailed terms and conditions shall be incorporated in the Work Order and Agreement Contract.

## **8.0 COMPLETION TIME**

The entire work of development, installation, implementation, testing and acceptance of the System and associated works should be started within 15 days of issuance of Letter of Intent / Work Order and completed within a period of **12 calendar months** from the starting date.

## **9.0 WARRANTY & POST WARRANTY SUPPORT**

- 9.1 The Contractor shall provide on site warranty that the System, including all Plans, Procedures, Codes and Documents provided, shall be free from defects in the design and workmanship that prevent the System and/or any of its components from fulfilling the required Technical Specifications. The Warranty Period shall commence from the date of Operational Acceptance of the entire System and shall extend for One Year.
- 9.2 During the warranty period, the contractor would be responsible
- a) for fixing any error in the system.
  - b) rectify problems found in the system, if any.
  - c) incorporating necessary modification / changes required in the documentation for implementing the system.
  - d) for providing assistance to run the system.
- During the warranty period, response time for attending a call shall not exceed 48 hours from the time of call.
- 9.3 If the System or Subsystem cannot be used by reason of such defect, the Warranty Period for the System shall be extended by a period equal to the period during which the System or Subsystem could not be used by the Company because of such defect.

## **10.0 PAYMENT TERMS**

- 10.1 The successful tenderer will have to submit a Demand Draft / Performance Bank Guarantee drawn on a scheduled Bank for 10% of the value of the Work Order rounded off to the nearest thousand rupees in favour of Assam Gas Company Ltd. at the start of the work. The Performance Security will remain in force throughout the period of contract, i.e., till acceptance of the entire work, and will be refunded thereafter.
- 10.2 Payments on Services are subjected to as under :
- (a) Acceptance of User Requirement Study Report.
  - (b) Acceptance of HSE system processes and documentation.
  - (c) Successful installation and implementation of the proposed system.

(d) On completion of the project in all respects.

- 10.3 Payment will be 90% on successful installation and implementation of the proposed system and 10% shall be retained as security deposit till expiry of warranty period of one year.
- 10.4 No payment made by the Company herein shall be deemed to constitute acceptance of the System or any Subsystem(s).
- 10.5 All statutory levies such as Income Tax, etc. will be deducted from the amounts due to the Contractor and the balance will be paid. All part payment would be treated as advance and would be adjusted against the final payment. Service Tax where applicable will be paid by the Company but the Contractor will add the same to his bills submitted to the Company.

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**DECLARATION LIST**

I/We, ..... certify that all the above submitted data and information pertaining to this proposal are correct and are true representation of the offer covered by our formal Proposal No. .... dated .....

I/We, hereby certify that I/We am/are duly authorised representative/s of the Tenderer whose name/s appears above my/our Signature.

Tenderer's Name : .....

Authorised Representative's Signature/s : .....

Authorised Representative's Name/s (Typed) : .....

Tenderer's Intent : The Tenderer hereby agrees fully to comply with the requirements and intent of this specification.

Authorised Representative's Signature/s : .....

SEAL OF THE COMPANY Signature/s : .....

Name/s : .....

Designation/s : .....

### PRICE TABULATION SHEET

Since there may be changes in taxes and duties on finalisation of the Contract, the Tenderer shall quote for break-down prices of items listed as below.

If required, Tenderer may indicate further breakdown prices according to various taxes and duties of the items offered.

SLNO	DESCRIPTION	RATE	<u>AMOUNT</u>	REMARKS
	SERVICES			
	WARRANTY			
	TRAINING			
	TAXES			
	Taxes / Duties / etc			
	Any Other Charges			
	Total Cost inclusive of above			

*Include any other charges / levies.*

*All Rates & Amounts to be indicated in Indian Rupees.*

SEAL OF THE COMPANY

Signature : .....

Name : .....

Designation : .....

**EXPERIENCE LIST**

The Tenderer shall tabulate below a list of his experience as regards to the supply and execution of such projects indicating as much details as possible, name of Client, year of execution and cost and other informations. Tenderer shall follow this format and shall be included in the Bid Evaluation Criteria part.

NAME OF PROJECT	APPLICATION	LOCATION	NAME OF CLIENT	SCHEDULED START DATE	ACTUAL START DATE	SCHEDULED COMPLETION DATE	ACTUAL COMPLETION DATE	ORDER VALUE IN Rs.	REMARKS

SEAL OF THE COMPANY

Signature : .....

Name : .....

Designation : .....