



**Vadodara Gas Limited**  
**Notice Inviting Tender**

VGL invites tender on n-procure from registered and experienced Contractors for the Tender of “Services for Hiring of Manpower for Billing, Bill & Notice Distribution and Cash Collection of VGL’S PNG Customers at Dandiya Bazar Gas Office and Ward Office, Vadodara for a Period of 24 Months” Vide Tender No.: VGL/CO/C&P-BILLING/BD202405S146 Dated 17/06/2024”

**Tender uploaded on (n) Procure (<https://tender.nprocure.com>) Website vide Tender ID: 76702**

Contract Period: <b>24 Months</b>	<b>EMD : ₹ 5,00,583.00*</b>
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**\*EMD is mandatory for this Tender**

Last date for uploading the duly filled Tender documents along with the necessary Documents, Certificates, EMD and Power of Attorney on n-Procure: **08/07/2024 upto 1400 Hrs**

Hard Copy of the EMD (in any form like BG/ DD/ Banker’s Cheque/ Online Banking Transaction/ Letter of Credit) & Power of Attorney will be submitted in Original (in physical form) on or before **08/07/2024 at 1700 Hrs** to C&P Department, Vadodara Gas Limited, 1<sup>st</sup> floor, Riddhi Tower, Nr. Manisha Circle, O. P. Road, Vadodara - 390015.

Opening of Un-Priced Bid on n-Procure shall be on **08/07/2024 at 1500 Hrs.**

**Bid Evaluation Criteria (BEC)**

**Technical Criteria (as a single bidder)**

Bidder should have completed/ executed at least one single work order/ contract of “similar work” in any Government/ Semi Government/ PSU/ CGD having a minimum order value of ₹ 31.81 Lakhs for a period of One (01) Year duration, in previous seven (07) years to be reckoned from the final bid closing date.

“Similar Work” shall mean services for hiring of Manpower for Billing/ Distribution of Bills/ Back-Office Work/ Cash Collection of Bills for various jobs/ activities/ services.

Bidder must submit copy(s) of work order/ contract including detailed scope of work (if required) along with its completion/ execution certificate from the concerned authority, duly certified/ attested by Chartered Engineer and Notary Public with legible stamp with Original Attestations along with bid to meet the above technical criteria.

Work Order/ Agreement must clearly indicate nature of work/ services, various components/ items, period, value. Similarly, Completion/ Executions Certificate must clearly indicate reference to relevant work order, actual date of completion and all other necessary data.

**NOTE:**

A job executed by a bidder for its own plant/ projects cannot be considered as experience for the purpose of meeting the requirement of BEC of this tender. However, jobs executed for Subsidiary/ Fellow subsidiary/ Holding Company will be considered as experience for the purpose of meeting BEC subject to submission of tax paid invoice (s) duly certified by Statutory Auditor/ Chartered Accountant of the bidder towards payments of statutory tax in support of the job executed for



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Subsidiary/ Fellow subsidiary/ Holding company. Such bidders to submit these documents in addition to the documents specified in the bidding document to meet BEC

### **Financial Criteria (as a single bidder)**

Annual Turn Over of the bidder should be a minimum of ₹ 1,25,14,584.00 in any one of the preceding three financial years.

Net worth of the bidder should be positive as per the last audited financial statement.

Working Capital of the Bidder should be a minimum of ₹ 25,02,916.00 as per last audited financial year.

**Annual Turnover** – In case the tenders having the bid closing date upto 31st September (or as amended from time to time by Government) of the relevant financial year, and audited financial results of immediate 3 preceding financial years are not available, the bidder has an option to submit the audited financial results of the 3 years immediately prior to that. Wherever the closing date of the bid is after 31st December (or as amended from time to time by Government) of the relevant financial year, bidder has to compulsorily submit the audited financial results for the immediate 3 preceding financial years.

**Net worth and Working Capital** –In case the tenders having the bid closing date upto 31st September (or as amended from time to time by Government) of the relevant financial year, and audited financial results of immediately preceding financial year is not available, in such a case the audited financial results of the year immediately prior to that year will be considered as last financial year for Net worth/ Working Capital calculation. Wherever the closing date of the bid is after 31st December (or as amended from time to time by Government) of the relevant financial year, bidder has to compulsorily submit the audited financial result for the immediately preceding financial year. If the bidder's working capital is negative or inadequate, the bidder shall submit a letter from their bank having net worth not less than ₹ 100 crores, confirming the availability of line of credit for at least working capital requirement as stated above. The line of credit letter from bank to be submitted strictly as per format at F-15

### **Authentication of Documents to be submitted in Support of BEC**

#### **Technical Criteria of BEC**

All documents in support of Technical Criteria of BEC to be furnished by the Bidder shall necessarily be duly certified/ attested by Chartered Engineer and Notary Public with a legible stamp.

#### **Financial Criteria of BEC**

Bidder shall submit “Details of financial capability of Bidder” in the prescribed format (F-16) duly signed and stamped by a chartered accountant/ Certified Public Accountant (CPA).

Further, a copy of audited annual financial statements submitted in the bid shall be duly certified/ attested by Notary Public with a legible stamp.



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### **Methodology for Evaluation, Comparison & Award**

Evaluation, Comparison and Award shall be done on overall L1 basis.

In case of a tie at the lowest bid (L1) position between two or more bidders, L 1 Bidder will be decide on the basis of having higher/ highest turnover in the last audited financial year of the Bidder

**Note:** VGL shall not be responsible for any delay in receiving the tenders and reserve the right to accept/ reject any or all tenders without assigning any reason.

**Offer Validity:** The offer should remain valid for a period of 90 Days from the right to accept/ reject any or all tenders without assigning any reason.

**Disclaimer:** Any revision, clarification addendum, corrigendum, time extension, etc. to the above tender will be hosted on n-procure website only and no separate notification shall be issued in the press. Bidders are requested to visit the website regularly to keep themselves updated.