

Invitation for Expressions of Interest (EOI)

Instrumentation & TGG Department
Assam Gas Company Limited
(A Govt of Assam Undertaking)
P.O.: Duliajan, Dist: Dibrugarh
Email ID:

Invitation Title: Supply, Installation & Commissioning of Test Bench for Domestic Meters (Diaphragm Type) and training on operations of the supplied equipments.

Reference No: AGCL/INST/DMCR/2020/28

Date of Issue: 02-06-2020

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Introduction

Assam Gas Company Limited is going to install an in house calibration facility (Test Rig) as per national and international calibration standards to ascertain the accuracy and performance of the diaphragm meters so that to enhance the performance of the meters.

In that context AGCL invites interested vendors with proven capabilities and demonstrated performance in similar requirement. The organisation seeks to gain a more detailed understanding of the supplier market and range of solutions that may be available. Hence, this EOI process may be the first stage of a multi stage procurement process. For further information relating to the next stage (if any) of the EOI process refer to clause 6 of Part B.2.

Structure of the invitation

This Invitation comprises the following sections:

Part A: The Invitation

- Part A.1: About this Invitation provides establishment details about the procurement opportunity;
- and
- Part A.2: Overview of requirement describes the goods and/or services in respect of which the organisation invites EOIs from interested parties.

Part B: Conditions of participation sets out the rules applying to the EOI process for the supply of goods and/or services. The rules are separated into organisational and whole of Government specific rules.

Part C: Formats and annexures to be completed by the invitees.

PART- A: The Invitation

Part A :THE INVITATION

Part A.1:About this invitation

a) Establishment details:

Organisation name: Assam Gas Company Limited
EOI title: Supply, Installation & Commissioning of Test Rig for Domestic Meters (Diaphragm Type) and training on operations of the supplied equipments.

b) EOI reference number: AGCL/INST/DMCR/2020/28

c) Registration:

Registration location Invitees must ensure that they register their details at <http://www.assamtenders.gov.in> to ensure they are kept informed of any changes that may arise in relation to this Invitation to supply

d) Organisation contact:

Project Manager:

Name: GunaKantaSarma
Position title: General Manager (INST &TGG)
Business unit: Instrumentation and TGG Department
Contact details: Phone No.: 9435039843 Email ID: gksarmah@agclgas.com

Second contact person:

Name: Suresh Das
Position title: Asst. Manager (I)
Business unit: Instrumentation and TGG Department
Contact details: Phone No.:7002100817 Email ID: sureshdas@agclgas.com

e) Closing time:

[Indian Standard time is applicable] 2.00 Hrs 15-06-2020

f) Briefing session:

Briefing session (along with ppt presentation)	
Briefing session time and date	Time& Date: will be intimated through email on due course of time.
Location of briefing session	Conference Hall, AGCL, Duliajan
Attendance at the briefing session is	Mandatory

g) Indicative timetable:

Activity	Date and time
Invitation issued	02-06-2020
Invitation briefing	will be intimated through email
End of period for questions or requests for information	10-06-2020
Closing time for invitee's response	2.00 Hrs 15-06-2020
Bid submission start date	02-06-2020
Bid submission end date	15-06-2020
Bid opening date	15-06-2020

h) Evaluation criteria:

An invitee's response will be evaluated against:

I. Mandatory requirements	Complies
1. Name and full address of the organization along with PAN	Yes/No
2. Contact person with designation	Yes/No
3. Contact telephone number and fax No.	Yes/No
4. E Maill address	Yes/No
5. Current operational area of work	Yes/No
6. Turn over for last three years	Yes/No
7. Aproval/registration with any govt agencies	Yes/No
8. Details of experience in such projects	Yes/No
9. Any other credentials in the subject area	Yes/No
10. Terms and conditions	Yes/No

11. Annexures and forms duly signed and stumped.	Yes/No
12. Detail description of the proposed proposal.	Yes/No
13. No. of year of experience in the required field.	Yes/No
14. No. of successful completion of such similar jobs.	Yes/No

(Soft and hard copy of the above mentioned documents must be submitted.)

II. Other evaluation criteria:

Following will be the minimum pre-qualification criteria. Each eligible invitee should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

- (i) Experience of successfully carrying out similar work in the oil and gas industry in the past Five (05) years from the original EOI closing date.
- (ii) To demonstrate their experience and capabilities, the Solution Provider should provide information separately such as job completion certificates, work orders etc.
- (iii) The Bidder Solution Provider shall have to submit their Annual financial turnover during any of the preceding 03 (three) financial/accounting years reckoned from the original EOI closing date. Minimum Turnover 3 Crores (Three Crores)
- (iv) Net worth of Invitee /Solution Provider must be positive for proceeding financial/accounting year.

Part A.2 – Overview of requirements

Assam Gas Company Ltd. A Govt. of Assam Undertaking was incorporated on March 31, 1962 in Shillong as a limited company wholly owned by the Government of Assam to carry out all kinds of business related to natural gas in India. The first gas transportation business started in the year 1967 with supply of natural gas to Namrup Thermal Power Station of APGCL. Subsequently, the company grew from strength to strength and stands today as one of the premier natural gas transmission and distribution companies in India.

AGCL is supplying piped natural gas (PNG) to the domestic households and commercial consumers in 11 (eleven) towns of Upper Assam. AGCL installed individual gas flow meters of different range (diaphragm operated) at every households and commercial establishments

to measure the volume of gas consumption. The company is responsible to satisfying its customers with quality product and services.

Now AGCL is going to install an in house calibration / testing facility as per national and international calibration standards to ascertain the accuracy and performance of the diaphragm meters so that to enhance the performance of the meters.

In that context AGCL invites interested vendors with proven capabilities and demonstrated performance in similar requirement.

The objective of the EOI is to provide the company with the optimal cost effective implementable solution for ascertaining the accuracy and performance of the diaphragm meters as well as minimise the gas discrepancy.

Part B : Conditions of participation

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Part B.01:Scope of Work:

B.01.01:The material shall be supplied in compliance to the specifications mentioned in **Annexure- I** of the EOI document.

B.01.02:The specifications of the equipment as mentioned in the Annexure-I are the minimum requirements of EOI, however higher specifications of equipment may be considered subject to their cost economics i.e. competitiveness in financial terms for the address(es) of supply.

B.01.03:After the supply of equipment by the successful bidder as mentioned in the Annexure A, the successful bidder has to execute its installation & commissioning in the designated site at the address. No extra cost shall be paid for this purpose.

B.01.04:After the installation & commissioning of equipment i.e. Test Rig for Domestic Meters (Diaphragm Type) the training to the AGCL personnels shall be given for fifteen (15) working days wherein the training about the equipment's operations, maintenance, information about Do's & Don'ts as well as trouble shooting & all other areas which are necessary for smooth functioning of equipment shall be provided to the persons designated by purchaser, at site (AGCL, Duliajan), by the successful bidder. No extra cost shall be paid to the successful bidder for imparting this training.

B.01.05:The successful bidder shall give on-site comprehensive warranty of equipment for minimum one year from the date of successful commissioning of equipment at the designated address. The purchaser is not liable to pay any extra charges on any account during warranty period.

B.01.06:All legal aspects and certification shall be arranged by the invitee.

B.01.07:The Invitee must be able to demonstrate their capability to provide warrenty and after sales service.

B.01.08:All correspondences and documents relating to the EOI must be written in English language.

Part B.02:Instruction to the invitees

B.02.01:Completeness of Response

a. Invitees are advised to study all instructions, forms, requirements and other information in the EOI documents carefully. Submission of the EOI shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.

b. The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and would result in rejection of its Proposal.

B.02.02:EOI proposal preparation costs & related issues

a. EOI should not be treated as a commercial tender document.

b. The invitee is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings discussions/presentations/demonstrations/preparation of proposal, in providing any additional information required by AGCL to facilitate the evaluation process.

c. This EOI does not commit AGCL to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI.

B.02.03:Issue of addendum

a. At any time prior to the last date for receipt of EOI, AGCL may modify the EOI document by issuing an addendum/ corrigendum.

b. The addendum/ corrigendum (if any) will be posted on the same tender site.

c. Any such addendum/ corrigendum shall be deemed to be incorporated into this EOI.

d. In order to provide reasonable time for taking the addendum/ corrigendum into account. AGCL may, at its discretion, extend the last date for the receipt of EOI Proposals.

B.02.04 Submission of EOI

a.Submission:

Interested invitees meeting the pre-qualifying criteria as above (refer to clause h of Part A.1.) are invited to submit their EOI at Assam tenders within 15-06-2020, followed by hard copies of the same through courier post super-scribing "Expression of Interest (EOI) No.: AGCL/INST/DMCR/2020/28 at the following address:

"GENERAL MANAGER (INST &TGG)
ASSAM GAS COMPANY LIMITED
INSTRUMENTATION & TGG DEPARTMENT
P.O. DULIAJAN-786602
DIST. DIBRUGARH, ASSAM, INDIA"

The hard copies must be reached the above mentioned address within 10 working days from the EOI closing date.

b.EOI Format:

- (i) Solution providers shall submit all the required documents as per the Format-01. It should be ensured that the formats mentioned in the EOI should be adhered to and no changes in the format should be done.
- (ii) EOI document submitted by the solution provider should be concise and contain only relevant information as required.
- (iii) AGCL reserves the right to modify and amend any of the above-stipulated condition/ criterion depending upon project priorities vis-à-vis urgent commitments.
- (iv) The proposal and all correspondence and documents shall be written in English.

B.02.05:EVALUATION PROCESS

AGCL shall evaluate the responses to the EOI and all supporting documents & credentials of only those solution providers who confirm that they had prior such similar

experience, Inability to submit requisite supporting documents or credentials by a bidder, may lead to non consideration of its proposal.

Each of the responses shall be evaluated compliance of the bidders according to this template, forms and the supporting documents specified in this document and submitted during the presentation.

The invitee shall be called for a briefing session along with ppt presentation as per clause f of Part A.1 at Duliajan and exact time slots shall be communicated before the date of session through e-mail.

B.02.06:SPECIAL NOTES TO INVITEE

a. Invitation

This invitation is not an offer. It is a formal request for invitees to submit an invitee's response for the supply of goods and/or services in response to the organisation's requirements in Part A.1. Nothing in this Invitation is to be construed as creating any binding contract for the supply of goods and/or services (express or implied) between the organisation and any invitee.

b. Accuracy of invitation

The organisation does not warrant the accuracy of the content of this invitation and will not be liable for any omission from the Invitation documents.

c. Additions and amendments

The organisation reserves the right to change any information or to issue an addenda to this Invitation.

d. Representation

No representation made by or on behalf of the organisation in relation to this invitation (or its subject matter) will be binding on the organisation unless the representation is expressly incorporated into any contract(s) ultimately entered into between the organisation and an invitee.

e. Licence to use Intellectual Property Rights

Persons obtaining or receiving this Invitation and any other documents issued in relation to this Invitation may use the documents only for the purpose of preparing an invitee's response. Such Intellectual Property Rights as may exist in this Invitation and any other documents provided to the invitees by or on behalf of the organisation in connection with the EOI process are owned by (and will remain the property of) the organisation except to the extent expressly provided otherwise.

f. Communication

f.1. Communication protocol

All communications relating to this Invitation and the EOI process must be directed to the General Manager.

f.2. Requests for clarification

- (a) Any questions or requests for clarification or further information regarding this Invitation or the EOI process must be submitted to the organisation contact in writing at least 5 working days prior to the EOI closing time.
- (b) The organisation is not obliged to respond to any question or request for clarification or further information.
- (c) The organisation may make available to other prospective invitees details of such a request together with any response, in which event those details shall form Part of this Invitation.

f.3. Briefing session

The organisation will hold briefing sessions at the location(s) and time(s) specified in Item f of Part A.1. An invitee must attend the briefing session if it is specified as 'mandatory'. If an invitee fails to attend a mandatory briefing session, the organisation may disqualify the invitee from further participating in the EOI process.

f.4.Unauthorised communication

- a) Communications (including promotional or lobbying activities) with staff of the organisation or consultants assisting the organisation with the EOI process are not permitted during the EOI process except as provided in clause f.1 above, or otherwise with the prior written consent of the organisationcontact.
- b) Nothing in this clause 2.4 is intended to prevent communications with staff of, or consultants to, the organisation to the extent that such communications do not relate to this Invitation or the EOI process.
- c) Invitees must not engage in any activities or obtain or provide improper assistance that may be perceived as, or that may have the effect of, influencing the outcome of the EOI process in any way. Such activities or assistance may, in the absolute discretion of the organisation, lead to disqualification of an invitee.

f.5.Anti competitive conduct

Invitees and their representatives must not engage in any collusion, anti competitive or similar conduct with any other invitee or person in relation to the preparation, content or lodgement of their invitee's response. In addition to any other remedies available to it under law, the organisation may, in its absolute discretion, disqualify an invitee that it believes has engaged in such collusive or anti competitive conduct.

f.6.Consortia and trustees

Where the invitee is a member of a consortium, the invitee's response must stipulate which parts of the goods and/or services that each entity comprising the consortium would provide and how the parties would relate to each other to ensure full provision of the required goods and/or services. All consortium members are to provide details relating to their legal structure and where applicable provide details of their special purpose vehicle established for the supply of the goods and/or services.

g. Submission of an invitee's response

g.1. Providing an invitee's response

It is the invitee's responsibility to:

- a) understand the requirements of this Invitation, the EOI process and any reference documentation;
- b) ensure that all the information fields in Part C are completed and contain the information requested;
- c) ensure that their invitee's response is in the correct format, complies with all requirements of this invitation and is accurate and complete;
- d) make their own enquiries and assess all risks regarding this invitation and the EOI process;
- e) ensure that it did not rely on any express or implied statement, warranty or representation, whether oral, written or otherwise made by or on behalf of the organisation or its representatives other than any statement, warranty or representation expressly contained in this Invitation;
- f) ensure that they comply with all applicable laws in regard to the EOI process;
- g) be responsible for all costs and expenses related to the preparation and lodgement of its invitee's response, any subsequent negotiation, and any future process connected with or relating to the EOI process.

g.2. Obligation to notify errors

- a) If an invitee identifies an error in their invitee's response (excluding clerical errors which would have no bearing on the evaluation), they must promptly notify the organisation.

- b) The organisation may permit an invitee to correct an unintentional error in its invitee's response where that error becomes known or apparent after the EOI closing time, but in no event will any correction be permitted if the organisation reasonably considers that the correction would materially alter the substance of the response.

g.3. Use of an invitee's response

Upon submission, all invitee's responses become the property of the organisation. The invitee will retain all ownership rights in any Intellectual Property Rights contained in the invitee's response. However each invitee, by submission of their invitee's response, is deemed to have granted a licence to the organisation to reproduce the whole, or any portion of their invitee's response for the purposes of enabling the organisation to evaluate their invitee's response.

g.4. Withdrawal of an invitee's response

An invitee who wishes to withdraw a previously submitted response must immediately notify the organisation of the fact. Upon receipt of such notification, the organisation will cease to consider the invitee's response.

g.5. Status of invitee's response

Each invitee's response constitutes a non binding proposal by the invitee to the organisation to provide the goods and/or services required under and otherwise to satisfy the requirements in accordance with Part B of this Invitation.

g.6. Disclosure of EOI contents and EOI information

Invitee's responses will be treated as confidential by the organisation. The organisation will not disclose the information contained in an invitee's response.

h. Capacity to comply with the overview of requirements

Part A details the organisation's requirements for the goods and/or services the subject of this Invitation. The assumption is that each invitee will be capable of providing all of the goods and/or services in full. Where an invitee believes it will not be capable of providing all

the goods and/or services in full or will only comply with Part B subject to conditions, it should either not apply or set out potential limitations in their invitee's response.

Invitees who are invited to participate in subsequent EOI processes (should such eventuate) will be provided with a full specification for the relevant goods and/or services at that time.

i. Next stage of the EOI process

Options available to the organisation

After evaluating all invitee's responses, the organisation may without limiting other options available to it, do any of the following:

- a) prepare a short list of invitees and invite further offers from those invitees;
- b) conduct a subsequent procurement process calling for the goods and/or services or any similar related goods and/or services;
- c) enter into pre contractual negotiations with one or more invitees;
- d) decide not to proceed further with the EOI process or any other procurement process for the goods and/or services; or
- e) commence a new process for calling for invitee's responses on a similar or different basis to that outlined in the original invitation.

j. No legally binding contract

Being short listed does not give rise to a contract (express or implied) between the preferred invitee and the organisation. No legal relationship will exist between the organisation and a preferred invitee relating to the supply of goods and/or services unless and until such time as a binding contract is executed by both parties.

k. Invitee warranties

By submitting an invitee's response, an invitee warrants that:

- a) in lodging its invitee's response it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the organisation or its representatives other than any statement, warranty or representation expressly contained in the invitation documents;
- b) it has examined this Invitation, and any other documents referenced or referred to herein, and any other information made available in writing by the organisation to invitees for the purposes of submitting an invitee's response;
- c) it has sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to the risks and other circumstances affecting its invitee's response;
- d) it otherwise accepts and will comply with the rules set out in this Invitation; and
- e) it will provide additional information in a timely manner as requested by the organisation to clarify any matters contained in the invitee's response.

l. Organisation rights

Notwithstanding anything else in this Invitation, and without limiting its rights at law or otherwise, the organisation reserves the right, in its absolute discretion at any time, to:

- a) vary or extend any time or date specified in this Invitation for all or any invitees; or
- b) terminate the participation of any invitee or any other person in the EOI process.

m. Interpretation

Definitions

EOI closing time means the time specified at Item g of Part A.1 by which invitee's responses must be received by the organisation.

EOI process means the process commenced by issuing an Invitation for invitee's responses and concluding upon either early termination of the process or a subsequent procurement process.

Goods means the products required by the organisation as set out in Part A.2.

Invitation means the opportunity set out in each of the documents identified in the Introduction to this Invitation including this Part B.2, the EOI process and any other documents so designated by the organisation.

Invitee means a person who submits an invitee's response.

Invitee's response means a document lodged by an invitee in response to this Invitation containing a proposal to provide goods and/or services.

Item means an item of this Invitation.

Organisation means the government department or PSU or agency issuing this Invitation.

Overview of requirements means the overview of requirements set out at Part A.2.

Part means a Part of this Invitation.

Project manager means the person so designated at Item d of Part A.1.

Representative means a party and its agents, servants, employees, contractors, associates, invitees and anyone else for whom that party is responsible.

Part C – Invitee's Response Details

ANNEXTURE-I

Technical Data

Type of Instrument : Fully Automatic Test Bench for Diaphragm meter G1.6 - G 10

Main Characteristics/Specification of Test Bench :

- a) System Operation: Fully Automatic
- b) Reference Standard: Sonic Nozzle
- c) Calibration/ Accuracy: 0.30%
- d) Gas Meter Types: G1.6 , G-2.5, G-4, G-6, G-10 , G-25
- e) Test Media: Air
- f) Test Pressure: Atmospheric
- g) Flow Rate: 0.016 m³/hr to 40 m³/hr
- h) Calibration points: Minimum 7 points: Q_{max}, 0.2Q_{max}, Q_{min}
- i) Meters under test calibration capacity: Upto 10 nos.
- j) Differential pressure measurement: Individual
- k) Error calculation: Individual
- l) Testing capability: Accuracy, Pressure loss, Leak testing.
- m) Flow control: Automatic
- n) Environmental Temperature: Standard lab conditions as per PTB Volume 29.
- o) Relative Humidity: Standard lab conditions as per PTB Volume 29.
- p) Control System: Computer & Printer.
- q) Air compressor for dry air supply.
- r) Laboratory as per manufacturer specification.

Manufacturing Unit: Manufacturing Unit of Test Bench must be in Europe, Australia, Japan etc. Chinese manufacturer not allowed. Manufacturer must provide calibration traceability for at least five years from European recognize laboratory MEBW/PTB. Manufacturer must have sales & support office in India from last 10 years.

Certification: Calibration and certification for all metrological sensors and for the overall test bench. The certification must be issued by an independent and International reputed organization MEBW/PTB which is the Legal Office of metrology from WadenWuttenberg with traceability to PTB.

The Test Bench must have the capability to perform the test irrespective of Make of meters.

FORMAT-1
APPLICANT'S EXPRESSION OF INTEREST

To,

General Manager (INST&TGG)
Room No.107,
Assam Gas Company Limited
Duliajan-786602, Assam

Sub: Submission of Expression of Interest to Supply, Installation & Commissioning of Test Rig for Domestic Meters (Diaphragm Type) and training on operations of the supplied equipments.

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 3 (Format-4)
4. Financial strength of the organization (Format-5)
5. Declaration (Format-6)

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

FORMAT – 2

S. No	Organizational Contact Details
1	Name of Organization
2	Main areas of business
3	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932
4	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.
5	Address of registered office with telephone no. & fax
6	Address of offices in i) National Capital Region of Delhi ii) All other State/UT's
7	Contact Person with telephone no. Fax No.& e-mail ID

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT – 3

Experience in Related Fields					
Overview of the past experience of the Organization in all aspects related to Brand Building related					
Sl. No.	Item	Number of Assignments during last 5 years	Order Value of Each assignment in Lakhs of Rs.(Enclose copy of each order)	Mention the name of Client/Organization (Enclosed completion certificates)	Remarks (if Any)
1	Experience of assignments of similar nature in Government Sector				
2	Experience of assignments of similar nature in Private Sector				
<p>Decision of Evaluating Committee in ascertaining “similar nature” and “similarassignment” will be final.</p> <p>Signature of the applicant Full name of the applicant Stamp & Date</p>					

FORMAT – 4

List of experts/consultants on payroll (at least 3)				
Sl. No.	Name	Designation	Qualification	Relevant experience
1				
2				
3				
4				

Signature of the applicant
Full name of the applicant
Stamp & Date

FORMAT – 5

Financial Strength of the Organization					
Sl. No.	Financial Year	Whether Profitable (Yes/No)	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover from only Consultancy services rendered in India (in Crores of Rs.)
1	2016-17				
2	2017-18				
3	2018-19				

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT – 6

Declaration

We hereby confirm that we are interested in competing for the Supply, Installation & Commissioning of Test Rig for Domestic Meters (Diaphragm Type) and training on operations of the supplied equipments.

The information provided in the support of qualification criteria is factually correct and the company meets the pre-qualification criteria.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.