



NOTIFICATION OF TENDER DOCUMENT FOR DRIVER'S SERVICES ON CONTRACT AT HO, PETRONET LNG LIMITED, NEW DELHI

Petronet LNG Limited, a company with its registered office at World Trade Centre, 1st Floor, Babar Road, Barakhamba Lane, New Delhi, 110 001, India, incorporated in April, 1998 under the provisions of the (Indian) Companies Act, 1956 ("**PLL**" or the "**Company**") and promoted by Bharat Petroleum Corporation Limited ("**BPCL**"), GAIL (India) Limited ("**GAIL**"), Indian Oil Corporation Limited ("**IOCL**") and Oil & Natural Gas Corporation Limited ("**ONGC**"), is engaged in the business of import, storage, regasification and marketing of Liquefied Natural Gas in India. Its shares are listed on the Bombay Stock Exchange and the National Stock Exchange of India

The company invites bids under single-stage two-bid system for hiring a contractor for providing drivers on contract at Petronet LNG Limited to submit their bid in accordance with Tender Document (PLLDELHR000332025).

For the selection of bidders, the Eligibility Criteria are described below. The Bidder should meet the following Techno Commercial Criteria and any Bidder not meeting the same will be rejected.

1. Bid Eligibility Criteria (BEC)

Under this driver/manpower service contract, the service provider will be providing drivers on contract at PLL's office in New Delhi.

The Bidder should meet the techno-commercial Bid Evaluation Criteria (BEC) as stated below and any Bidder not meeting the same will be rejected.

A. Technical Criteria:

- 1) The bidder should have any of the following experience of similar work (*) in the previous 7 (seven) years. The previous 7 (seven) years shall be counted from the last day of the bid submission date (Kindly refer to Note Point-iv given below).
 - a. One similar completed work, each costing not less than the amount equal to Rs. 1.44 Cr exclusive of GST, **OR**
 - b. Two similar completed works, each costing not less than the amount equal to Rs. 1.16 Cr exclusive of GST, **OR**
 - c. Three similar completed works, each costing not less than the amount equal to Rs. 87 lakhs exclusive of GST.

(*) Definition of "Similar Work" – Providing driver services involving the engagement of a minimum of 20 drivers/manpower supply for government departments, public sector undertakings (PSUs), or private sector organizations for the purpose of operating company-assigned vehicles, pool

cars, or official vehicles on a contract basis. The Bidder shall be required to submit the following documents in support of having executed similar work:

- i. Copy of Purchase Order (PO) / Letter of Award (LOA) / Work Order / Service Order clearly indicating the nature and scope of services rendered.
 - ii. Completion Certificate(s) or satisfactory performance certificate(s) issued by the respective client(s) for the said work.
 - iii. All submitted documents must be duly certified/attested by a Chartered Engineer and Notary Public with a legible stamp.
- 2) The Registered Office or one of the Branch Offices of the Company/Firm/Agency must be located in Delhi/NCR to ensure efficient service conditions and complaint resolution. Proof of office address must be submitted.
- 3) The Bidder must have a valid ISO certification for manpower services. Bidder should submit ISO 9001:2015 in support of the same. The Bidder should provide a copy of the ISO Certification, duly certified/ attested by a Chartered Engineer and a notary public with a legible stamp.
- 4) The bidder shall be a Company or legal entity registered under Indian laws and should be in existence for a minimum of **05 years** on the date of issue of this tender. **It should not be a consortium of firms/companies.**
- 5) The Bidder shall be registered with the relevant Government Authorities under various laws for the time being in force i.e. laws relating to employment, wages, safety and security, employee welfare, Provident Fund Act, Goods & Service Tax Act and/or any other law or regulation which may be necessary for providing such services.

Note: Documents in support of Technical Criteria:

- i. The documents in support of the technical criteria shall be duly certified/ attested by a Chartered Engineer and a Notary Public with a legible stamp. However, any work/purchase/service order executed for PLL by any Bidder will not require any certification from external parties (i.e., Chartered engineer, notary, or any third-party agency).
- ii. The amount(s) as indicated above shall be exclusive of GST/indirect taxes for arriving at Single/ Two/ Three Completed work order values.
- iii. A job executed by a Bidder for its own offices cannot be considered as experience for the purpose of meeting the requirement of BEC of the 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 the Statutory Auditor of the Bidder towards payments of statutory tax in support of the job executed for Subsidiary/Fellow Subsidiary/Holding Company. Such Bidders are to submit these documents in addition to the documents specified in the bidding documents to meet BEC.
- iv. Even in case the date of bid submission is extended, the date originally considered as the reference date for experience criteria shall remain unchanged.

B. Financial Criteria:

- 1) The annual turnover of the Bidder shall be a minimum of INR 72 Lakhs (Rs. Seventy-Two Lakhs only) in each of the preceding three financial years prior to the prescribed Bid submission date (i.e., 2021-22, 2022-23, 2023-24).
- 2) Net worth of the bidder should be positive for the financial year 2023-24.
- 3) Working Capital of the Bidder must be more than INR 15 Lakhs as on 31st March 2024.

(If the Bidder's working capital is negative or inadequate, then such Bidder shall submit a letter from any Scheduled/Accepted bank confirming the availability of the line of credit to cover the working capital requirement specified above.)

Note: Documents in support of Financial Criteria

- i. Details to be provided as per Form-14 of the Tender Document.

All charges of the Third party for verification and certification shall be borne by the Bidder.

PLL reserves the right to call for any further information that it deems necessary. In case PLL finds the submitted information to be false/forged/misleading in any manner, PLL can decide to put the bidder on "a holiday" for a three-year period.

C. Criteria for Evaluation

- i. Bid should be complete and covering the entire scope of work as indicated in the Bid Documents. Incomplete and non-conforming Bids will be disqualified and subsequently rejected.
- ii. The Bidder shall be selected on the lowest price (L1) basis, only based on the Schedule of Rates (SOR) mentioned in Form-11 (i.e., sum of total of service charge component quoted in Table 1 of Price Bid). As per the terms of the tender document, the Bidder shall be selected.
- iii. Service Charges (as per Table -1) cannot be 'NIL/Zero' or '1 Paisa/1 Rupees' or any unrealistic value in view of PLL. The Bid of Bidder quoting any such unrealistic values in order to win the contract shall be rejected, and the EMD of such Bidder shall be forfeited. PLL's decision in such regards shall be final and binding.
- iv. In case of a tie between the Bidders for the L1 position, PLL shall award the work on the following basis:

PLL shall follow the percentile basis (i.e., relative marking) for evaluation on the parameters mentioned, and the marks shall be allocated as per below Table-1. The score/marks obtained by the bidder will be their combined score. The Bidder having the highest score will be allotted 100 marks of the maximum marks allocated in the respective category, and the remaining bidders will be relatively ranked, and marks will be allocated to them accordingly.

Illustration (identical for SL No. A to B of Table-1): if Firm X having INR 50 Crore (Average turnover during the last three consecutive financial years) and Firm Y having INR 25 Crore (Average turnover during the last three consecutive financial years), the marks allocation will be as under:

- Firm X = 60 marks
- Firm Y = $25/50 \times 60 = 30$ marks

Note: The Bidder scoring maximum over all marks shall be considered.

Table -1

Sl No.	Criteria	Max. Mark allocated	Document required along with Techno commercial Bid
A	Average turnover during the last three consecutive financial years (i.e., 2021-22, 2022- 23 & 2023-24).	60	Audited Balance Sheet along with CA Certificates for positive net worth
B	Bidder having the largest work order in terms of value in Indian rupees in the last financial year (i.e., 2023-24)	40	Work order & annual Billing certificate from the issuing company.
C	Total Mark	100	

In the absence of the above documents in the Techno Commercial Bid, PLL shall give 0 marks to that Bidder.

- v. In case any bidder fails to provide supporting documents of FORM 12 in the techno-commercial Bid, PLL shall give 0 marks to that bidder for the category in case it comes to be the L1 Bidder.
- vi. Bidder shall fill in the above FORM and provide the supporting documents as an attachment to the FORM-12 along with the techno commercial un-priced PART -I

General Instructions

For participation and more details Interested Party(ies) can buy the Tender Document on payment of Tender fee (Non-refundable) as per details provided below:

1.	Tender Name of work	Tender Document for Driver's Services on Contract at H.O.
2.	Tender No. And Date	PLLDELHR000332025 Date: 21.05.2025
3.	Type of tender	Open domestic
4.	Type of Bidding System	Open domestic /Single Stage Two-bid
5.	Site Location	Petronet LNG Limited, 1 st Floor world Trade Centre, Babar Road, Barakhamba Lane, New Delhi.
6.	Job Completion Period	Two years from the date of issue of Work order
7.	Tender Document fee (non-refundable)	Rs. 1,000/- (INR One Thousand Only) (The above amount is inclusive of GST, Bidder to bear any and all bank charges to ensure that above net amount (Tender fee) is credited to PLL.)
8.	Mode of payment Tender Fee	(Tender fee) is credited to PLL. https://petronetlng.in/emd/tender?number=PLLDELHR000332025 (Please refer to Instruction for Submission of EMD and Tender fees).
9.	Earnest Money Deposit (EMD)	INR 4,31,869/- (INR Four Lakh Thirty-One Thousand Eight Hundred Sixty-Nine only).
10.	Mode of payment EMD	EMD can be submitted either in the form of Bank Guarantee (i.e. as per Form-9) or through online banking at below PLL account details: https://petronetlng.in/emd/tender?number=PLLDELHR000332025
11.	Availability of Tender Document on Website(s)	Tender document shall be issued via email on any Working day from 10:00 hrs up to 17:00 hours from 21/05/2025 to 11/06/2025 . Note: After submission of requisite amount of Tender fee, Bidder will email the receipt of the Payment along with Bidder's GST registration certificate and PAN card on cnp@petronetlng.in . PLL will issue the Tender document to such interested Bidders via email.

12.	Contact Details and Address of Tender Dealing Officer	Designation: Sr. Manager (C&P) Ph. No.: 011 23472525 E-mail: cnp@petronetlng.in Address: Petronet LNG Limited, 1st Floor World Trade Centre, Babar Road, Barakhamba Lane, New Delhi
13.	Last Date/Time of Submission of Bids	On or before 12th June 2025 (1500 Hrs.)
14.	Last date for submission of Query	On or before 30th May 2025 (through email on cnp@petronetlng.com)
15.	Date for Pre-Bid Meeting	28th May, 2025

- Bids must be submitted strictly in accordance with Clause No. 4 of ITB. The NIT is an integral
- The Bidding Documents shall remain the exclusive property of the Owner without any right with the Bidder to use them for any purpose except for the purpose of Bidding and for use by the successful Bidder with reference to the Work.
- No tender documents will, however, be sold / issued to the bidders who are on Holiday by PLL (if any) or have initiated any court proceedings, arbitration or started any litigation process against PLL. If the documents were issued inadvertently / downloaded from website, offers submitted by such bidder shall not be considered if the bidder is on holiday as stated above on the due date of Bid submission, offer from such bidder shall be returned. The above is with prejudice to other rights of PLL.
- PLL reserves the right to reject any or all Bid or cancel / withdraw the invitation to bid without assigning any reason whatsoever and in such case no bidder / intending bidder shall have any claim arising out of such actions.
- If the date of receiving and opening of Tender happens to be holiday/declared holiday, the Tender shall be received and opened on the next working day at the same time and in the same manner.

Instructions to Bidder for online EMD submission: -

- Please click or copy the link (i.e. <https://petronetlng.in/emd/tender?number=PLLDELHR000332025>) to the browser
- Please note that the bidder has to make payments for EMD and Tender Fee (if any) separately.
- Please fill all the information for EMD or Tender fee (if any), as the case may be, in the online form.
- Once the bidder submits the information, the system will redirect to them to ICICI bank pay2corp web page, where the bidder can choose the following modes for online payment:
 - Debit Card
 - Net banking (Retail/Corporate)
 - Challan mode (EMD only)
- Outcome of payment mode selected:

- i. Debit card: once payment is done, the bidder will be redirected to the PLL webpage, and the bidder will get an email confirmation for payment.
- ii. Net banking (Retail): After authorization of payment on the respective bank webpage, the bidder will be redirected to the PLL webpage, and the bidder will get an email confirmation for payment.
- iii. Net banking (Corporate): Bidder has to create the Cheque/ RTGS/ NEFT instruction on the respective bank's webpage, and after that the bidder shall be redirected to PLL webpage with Payment awaiting message. Thereafter, transaction needs to be authorized by the approvers on the Corporate Net-banking portal of the respective bank and after authorization, bidder shall get an e-mail confirmation for payment within next 30 Minutes.
- iv. Challan mode: Bidder has to generate the Challan on pay2corp page, and then he will be redirected to PLL webpage with Payment awaiting message. Thereafter, the bidder needs to make payment to the bank account details provided in challan. Bidder to ensure payment authorization within 7 days from the date of challan generation. Once the payment is done, bidder shall get an e-mail confirmation for payment within next 30 Minutes.
- f. Bidder/s are advised not to close the browser while making online payment through ICICI Pay2corp.
- g. Bidder/s should wait for at least 30 minutes for payment confirmation mail after payment authorization in the respective bank.
- h. In case, the amount is deducted from the bidder's bank account and email confirmation has not been received by the bidder, then the bidder should attach the proof of payment along with the bid.
- i. Bidder should ensure the payment amount for EMD/Tender Fee are as per the Bid Document. In case, bidder has made the payment of an incorrect amount, then the bidder should contact the PLL support team on emd@petronetlng.in

Contact details are given below:

Sr. Manager (C&P)
Petronet LNG Limited

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