LETTER OF ACCEPTANCE

To	**LOA No.** **:** GAIL/HZR/110326/5300038659/FL-55C/22-23
PROFESSIONAL ENGINEERING SERVICES .,	**Dated** **:** 19.04.2023
SHOPPING COMPLEX, HUNNY PARK ROAD,	**RFQ No. & Date :** 3300096590 Dt. 25.02.2023
SHOP NO.228, SAI SQUVER,	Your offer/Qtn.No.: 535932
SHOPPING COMPLEX, HUNNY PARK ROAD,	Qtn. Dt. : 16.03.2023
ADAJAN	**E Tender No.:** NIL
	Vendor Type : MSE-MICRO-OT-W
	Vendor GSTN No : 24AAZFP1789L1Z9

Kind Attn :

Name of Work : Hiring of Resources for Record Keeping and Taxation and Account Support Services at GAIL Hazira Compressor Station, Surat for period of 2 years.

Dear Sir/Madam

With reference to your Offer against our RFQ and all subsequent correspondences (if any) till date and in continuation
of our Fax/Letter of Intent (if any) we are pleased to award the subject works highlighting the following salient features:

Scope of Work : Scope of work under this contract shall be as detailed in enclosed document.

Price Basis:

ITEM	**1**	**Resources for Record Keeping & Taxation**	**INR**	1,713,193.54
ITEM	**2**	**Statutory Compliance**	**INR**	37,364.00

Abnormally High Rated Items :
No AHR Items

Duration of Contract/Completion Schedule :
- The duration of contract shall be 02 years w.e.f 17.05.2023.

Performance Bank Guarantee:
-
1) You are required to furnish the Security Deposit of value equivalent to 3% of Annualized contract value

(excluding taxes & duties) i.e. Rs. 22,338.00 through SFMS mode for the due and faithful performance of the work within 30 days of the date of award by way of Demand Draft / Bankers Cheque or Bank Guarantee issued by Scheduled Bank having a net worth of Rs. 100 Crores in acceptable format provided by GAIL. The SD shall be valid beyond 3 months from DLP period if any as per SCC.

2) Validity: The Performance Bank Guarantee shall remain valid upto 90 days beyond the expiry of Defect-Liability-Period (DLP) i.e. upto 17.08.2025.

Contract Agreement:
You shall execute contract agreement, as per the proforma of Agreement provided in General Conditions of Contract of Bid Document, within 15 days from the receipt of this Letter of Acceptance. The same shall be executed on a Non-Judicial stamp paper of appropriate value and the cost of stamp paper shall be borne by you.

Payment Terms:

100% payment shall be release within 15 days after submission of RA Bill through VIM.

Vendor Invoice Management (VIM)

GAIL is implementing Vendor Invoice Management (VIM) system titled as #SARATHI# for automation, digitization & centralization of Account Payable process w.e.f. 01.04.2023.

After implementation, Supplier/ Contractor/Service Provide/ Consultant is required to upload digital invoice on 'Sparsh' portal. The system optimizes and simplifies the process of receiving, managing, monitoring and forwarding invoices for payment process. The link of 'Sparsh' portal is as under:

https://sparsh.gail.co.in/flipper/#/login

The 'Help Manual' hyperlink to access the detailed User Manual, Demo Videos, FAQ#s and other relevant information is available on 'Sparsh' portal.

Only digital invoice is to be uploaded on 'Sparsh' portal and all other supporting documents along with copy of invoice are to submitted to concerned as defined in Purchase Order (PO)/ Letter of Acceptance (LoA).

Paying Authority:
HOD
Finance & Accounts Department,
GAIL, Hazira

PAN Particulars:

GAIL (India) Ltd PAN No. AAACG1209J

"As per CBDT Notification No. 95/2015 dated 30.12.2015, mentioning of PAN no. is mandatory forprocurement of goods / services/works/consultancy services exceeding Rs. 2 Lacs per transaction.

Accordingly, supplier/ contractor/ service provider/ consultant should mention their PAN no. in their invoice/ bill for any transaction exceeding Rs. 2 lakhs. As provided in the notification, in case supplier/ contractor/ service provider/ consultant do not have PAN no., they have to submit declaration in Form 60 along with invoice/ bill for each transaction. ayment of supplier/ contractor / service provider/ consultant shall be processed only after fulfilment of above requirement".

GSTN Details :
Please note that our state/plant wise GSTN details as below for invoicing and other purpose.

NG Comp Stn - Hazira	(3011)	24AAACG1209J1Z2

GAIL is in the process of implementing Vendor Invoice Management System for processing of invoices w.e.f. 01.04.2023. The solution is being configured to handle both physical invoices as well as digitally signed invoices. This system is expected to highly optimize the invoice management at GAIL and expedite their processing in future. The detailed methodology for submission of invoices shall be informed separately.

As a pre-requisite to the system, it is important to mention the details of Purchase Order/ Letter of Acceptance number on the face of invoice. Accordingly you are requested to ensure Purchase Order/ Letter of Acceptance number is clearly mentioned on the Invoice. Further Invoices should be system generated and no handwritten invoices shall be eligible for OCR conversion on VIM portal.

Your Bank Details :
Please note that details of your bank account in our system are as under. You are requested to verify the same and intimate discrepancies, if any

Account No. - 39751930602
Bank Name - STATE BANK OF INDIA
IFSC Code - SBIN0071208

Price Reduction Schedule:
1. In case of delay in completion of awarded works & services beyond contractual completion schedule, unless such delays are due to FORCE MAJECURE as specified in Para 2.21 of GCC, the TOTAL CONTRACT PRICE shall be reduced by ½% of the TOTAL CONTRACT PRICE (excluding taxes and duties) per complete week of delay or part thereof subject to a maximum of 5% of the TOTAL CONTRACT PRICE (excluding taxes and duties), by way of reduction in price for delay and not as penalty.

2. Other Provisions of 'PRICE REDUCTION SCHEDULE' as specified in Para 2.22 of 'GENERAL CONDITIONS OF CONTRACT' (GCC) and else where in the bidding document including 'SPECIAL CONDITIONS OF CONTRACT' (SCC), if any, may also be referred in this regard.

Defect Liability Period:
Not Applicable.

Contract Document:
The following shall constitute the contract document:

i) This Letter of Acceptance alongwith its enclosures.
ii) Tender no. GAIL/HZR/C&P/110326/FL-55C/22-23 (NIC tender no. 2023_GAIL_147009_1) dated 25.02.2023.
iii) Agreement on non-judicial stamp paper.

FOI Reference/Regularization:

Engineer-In-Charge:
Shri Kiran Kumar,Manager (F&A) shall be the Engineer Incharge or this Work. You may please contact the EIC for further instructions regarding execution of the job.

Other Contractual Stipulations:
1. SCOPE OF WORK:

The Scope of work under this contract shall be as detailed in our tender no. GAIL/HZR/C&P/110326/FL-55C/22-23 (NIC tender no. 2023_GAIL_147009_1) dated 25.02.2023 and this

Letter-of-Acceptance (LOA), alongwith its enclosures.

2. TOTAL CONTRACT VALUE:

- The total contract value is Rs.17,50,557.60 (Rupees Seventeen Lakhs Fifty Thousand Five Hundred Fifty Seven and Sixty Paisa only), as detailed in the Schedule of Rates, inclusive of Levies, Taxes, Duties, GST@18% and all other charges necessary for carrying out the job. The applicable taxes shall be clearly indicated in the invoice.

- No escalation, except statutory variation in taxes (as per RFQ), will be entertained during the complete contract period.

3. TERMINATION OF CONTRACT:

The contract can be terminated with applicable notice-period, for the reasons specified in the tender Documents.

Terms of delivery:
The completion schedule is binding and essential and consequently, no delay is allowed without the written approval of GAIL. Any request concerning delay will be void unless accepted by GAIL through a modification to the CONTRACT. Completion schedule as agreed & accepted as a part of contract shall include time for mobilization in all respect, submission of drawings for approval, incorporation of comments, if any, and final approval of drawing by GAIL, execution/erection, testing, if any, commissioning, if any and handing over of contracted supply, works & services, complete in all respect as per provisions of contract. In the event of delay in delivery, beyond contractual completion date, Price Reduction Schedule / Liquidated Damages as stipulated in this bidding document shall apply.

General Conditions of Contract:
Shall be fully applicable as per General Conditions of Contract (GCC-Services) of our Bid Documents. However, if the condition(s) deviate elsewhere in this order, then the condition(s) stand modified accordingly.

Special Conditions of Contract:
"Scope of Work" and "Special Conditions of Contract" shall be applicable, as per tender document.

Enclosures :

This order is being issued in triplicate.Two copies of the order duly signed ,stamped and dated on each page,may be returned within 3 days from date of receipt of the order to the undersigned..

For & on behalf of
GAIL (India) Ltd.

(Authorized Signatory)

NAME :
DESIGNATION :

CONTRACTOR'S ACCEPTANCE:

PLACE :	SIGNATURE :
DATE :	NAME : DESIGNATION : SEAL :

NOTE: Each page of this order including its annexure should be signed and stamped by the contractor before returning to GAIL (India) Ltd..

Vendor Code: 101069327
PROFESSIONAL ENGINEERING SERVICES

LOA No. : GAIL/HZR/110326/5300038659/FL-55C/22-23
LOA Date : 19.04.2023

SCHEDULE OF RATES

Item : 1 - Resources for Record Keeping & Taxation
Plant : 3011 - NG Comp Stn - Hazira- Gujarat (GJ)

S.No.	Short Description	Qty.	UOM	Rate	Amount	AHR *
10	Taxation and Accounting Support Services	24	MON	30,408.88	729,813.12	
20	Record Keeping Services	24	MON	24,035.83	576,859.92	
30	Upward Revision for Minimum Wages	1	LS	145,185.90	145,185.90	

Work Order Item 00001 Basic Item Value : INR 1,451,858.94
(RUPEE ONE MILLION FOUR HUNDRED FIFTY-ONE THOUSAND EIGHT HUNDRED FIFTY-EIGHT AND PAISE NINETY-FOUR ONLY)
Item Specific Conditions :
Total Tax = 261,334.60
18 % GST (SGST 9 % + CGST 9 %)-Non Cenvatable-(SC)
Total item value including taxes & duties : INR 1,713,193.54

Item : 2 - Statutory Compliance
Plant : 3011 - NG Comp Stn - Hazira- Gujarat (GJ)

S.No.	Short Description	Qty.	UOM	Rate	Amount	AHR *
10	Premium for Group Personal Accident Insu	1	LS	3,540.00	3,540.00	
20	Premium for PMJJBY (Pradhan Mantri Jeeva	1	LS	1,744.00	1,744.00	
30	Premium for PMSBY (Pradhan Mantri Suraka	1	LS	80.00	80.00	
40	Unifor/ PPE/ applicable Kits & Liveries	1	LS	32,000.00	32,000.00	

Work Order Item 00002 Basic Item Value : INR 37,364.00
(RUPEE THIRTY-SEVEN THOUSAND THREE HUNDRED SIXTY-FOUR ONLY)
All Taxes & Duties - Nil or 0% GST Item-(V0)
Total item value including taxes & duties : INR 37,364.00

Total estimated contract value excluding all tax and duties : 1,489,222.94
(RUPEES FOURTEEN LAC EIGHTY-NINE THOUSAND TWO HUNDRED TWENTY-TWO & PAISE NINETY-FOUR ONLY)

Total estimated contract value inluding all tax and duties : 1,750,557.54
(RUPEES SEVENTEEN LAC FIFTY THOUSAND FIVE HUNDRED FIFTY-SEVEN & PAISE FIFTY-FOUR ONLY)

*Service items marked YY under AHR column are AHR items. Any service item marked #Y or Y# confirmation is required from authorized dealing officer who shall be final authority regarding AHR declaration. However, service items marked #Y or Y# shall be treated as AHR unless confirmed Non-AHR by dealing officer.

Signature Not Verified
Digitally signed by PRADIP DEVIDASRAO MARODKAR
Date: 2023.05.12 14:18:37 IST
Location: eProcurement System for Central PSUs