



गेल (इंडिया) लिमिटेड

(भारत सरकार का उपक्रम - महारत्न कंपनी)

GAIL (India) Limited

(A Government of India Undertaking - A Maharatna Company)

हजीरा कम्प्रेसर स्टेशन,  
इच्छापुर मगदल्ला रोड,  
पो.ऑ.: ओ.एन.जी.सी.  
जिला-सूरत 394518

HAZIRA COMPRESSOR STATION  
ICCHAPORE MAGDALLA ROAD,  
P.O.: O.N.G.C.,  
Dist. SURAT - 394 518  
फोन/PHONE: (0261) 2917304/ 2905734  
फैक्स / FAX: (011) 26185941

## LETTER OF ACCEPTANCE

To  
Sarjan Architects & Project Consult

Opp Old Civil Court, Nanpura  
51 5th Floor, River Palace, Wing-A  
Opp Old Civil Court, Nanpura  
SURAT-395001  
Gujarat ,India  
Tele No : 2612460834

LOA No. : GAIL/HZR/124440/5300043843/FL-57C/24-25  
Dated : 21.01.2025

RFQ No. & Date : 3300102099 Dt. 06.12.2024  
Your offer/Qtn.No.: 797651  
Qtn. Dt. : 15.01.2025  
E Tender No.: NIL  
Vendor Type : MSE-MICRO-OT  
Vendor GSTN No : 24AAPFS7772L1ZD

Kind Attn :

**Name of Work :** Hiring of engineering project management consultancy (EPMC) services for constructing community hall at GAIL Hazira.

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 : As per tender document.

### Price Basis:

ITEM 1 Consutlancy Service for Community Hall INR 590,000.00

### Schedule of Rates:

Enclosed

### Abnormally High Rated Items :

No AHR item

### Duration of Contract/Completion Schedule :

09 Months from the date of issue of FOA/LOA.

Note (Clause 3 of SCC in tender document) :

The contract shall remain valid until the execution for Construction of Community (Multi-purpose hall) gets completed and obtaining the occupancy certificate & completion of project in all aspects including submission of all relevant documents if any. The entire contract period is Nine Months. If the construction is delayed by the Contractor due to reason whatsoever, no additional claim whatsoever will be paid to EPMC. Payment shall only

पंजीकृत कार्यालय :  
गेल भवन, 16, भीकाजी कामा प्लेस,  
आर.के.पुरम्, नईदिल्ली - 110 066. (इंडिया)

REGD. OFFICE :  
GAIL BHAVAN, 16, BHIKAJI CAMA PLACE,  
R.K. PURAM, NEW DELHI - 110 066. (INDIA)



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www.gailonline.com

**Vendor Code: 101039001**  
**Sarjan Architects & Project**  
**Consult**

**LOA No. : GAIL/HZR/124440/5300043843/FL-57C/24-25**  
**LOA Date : 21.01.2025**

be on the basis of execution of SOR Line Item(s). The contract can be extended as per requirement of GAIL on same terms, conditions and rates and as per policy of GAIL. No deviation in the terms, conditions and rates shall be accepted during the execution of the contract and extension period.

**Performance Bank Guarantee:**

1) You are required to furnish the Security Deposit of value equivalent to 10% of contract value (excluding taxes & duties) i.e. Rs. 50,000 (Rupees Fifty Thousand only) through SFMS mode for the due and faithful performance of the work within 30 days of the date of award by way of Banker's Cheque or Demand Draft or Bank Guarantee and shall be in the currency of the Contract in acceptable format provided by GAIL.

PBG may be accepted from any Indian Scheduled Bank or other than the Nationalized Indian Banks must be Commercial banks having net worth in excess of Rs.100 crores and a declaration to this effect should be made by such commercial bank either in the Bank Guarantee itself or separately on a letter head.

2) Validity: The Performance Bank Guarantee shall remain valid upto 90 days beyond the expiry of Defect-Liability-Period (DLP) i.e. upto 23.01.2027 and claim expiry date upto 23.04.2027.

**Note:**

(i) The Contract Performance Guarantee will be obtained for a period of 90 days beyond the contract period/ duration and applicable Warranty/ Guarantee /Defect Liability Period (if any).

(ii) Contract Performance Guarantee is to be submitted by bidder within 30 days after issuance of Fax of Acceptance (notification of Award) and in event of delay in submission of CPBG / SD, the contract can be terminated.

**Contract Agreement:**

Not Applicable

**Payment Terms:**

As per Clause 5 of SCC part I of tender document.

**Paying Authority:**

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 PROVIDER/ 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](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).

**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 for procurement 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/

*gsmidh*  
*21/01/2025*

GAIL (INDIA) LIMITED  
HAZIRA  
Govt. of INDIA

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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. Payment 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 has implemented Vendor Invoice Management System for processing of invoices. The solution has been configured to handle both physical invoices as well as digitally signed invoices. This system optimizes the invoice management at GAIL and expedite their processing. 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 your bank account details against the above vendor code have not been updated in our system. You are requested to forward the bank details in the prescribed format so that same can be updated in our system to ensure timely payment.

**Price Reduction Schedule:**

As per Clause 4 of SCC part I of tender document.

**Defect Liability Period:**

As per GCC -Works (as per clause no. 10 of SOW of tender document)

**Contract Document:**

**FOI Reference/Regularization:**

**Engineer-In-Charge:**

Shri Arun Kumar, Senior Engineer (O&M-P/L) shall be Engineering Incharge for this job. You are requested to contact to EIC for further instruction of job.

**Other Contractual Stipulations:**

**1. SCOPE OF WORK/SUPPLY :**

The Scope of work/SUPPLY under this contract shall be as detailed in our tender no. (GePNIC Tender No: 2024\_GAIL\_218208\_1) dt. 06/12/2024 and this Letter-of-Acceptance (LOA) along with its enclosures.

**2. TOTAL CONTRACT VALUE:**

- 2a. Total Basic Order Value : Rs. 5,00,000.00  
2b. GST 18% : Rs. 90,000.00  
2c. Total Value incl GST 18% (CGST 9%,SGST 9%) : Rs. 5,90,000.00

- 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.

*Signature*  
21/01/2025  
GAIL (INDIA) LIMITED  
HAZIRA  
GOVT. OF INDIA UT

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All other Terms and conditions shall be as per the tender document.

**Consignee Address:**

HOD(CONTRACT & PROCUREMENT)  
GAIL (India) Ltd.,  
HAZIRA COMPRESSOR STATION, P.O.ONGC,  
DIST-SURAT-394518

**General Conditions of Contract:**

General Conditions of Contract- Works is available on GAIL's Tender website.

**Special Conditions of Contract:**

As per SCC in tender document.



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**Enclosures :**

1. SPECIAL CONDITION OF CONTRACT & SCOPE OF WORK
2. GCC- Works

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 :



*Sanjay*  
21/01/2025

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

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### SCHEDULE OF RATES

Item : 1 - Consultancy Service for Community Hall  
Plant : 3011 - NG Comp Stn - Hazira- Gujarat (GJ)

| S.No. | Short Description    | Qty. | UOM | Rate       | Amount     | AHR<br>* |
|-------|----------------------|------|-----|------------|------------|----------|
| 10    | SOR LINE ITEM NO.001 | 1    | LS  | 150,000.00 | 150,000.00 |          |

CONSULTANCY SERVICE FOR COMMUNITY(MULTIPURPOSE) HALL

Structural Analysis of Existing Beams, Columns and other civil structures of Building by using structural analysis software like AUTO CAD/ANSYS/FEM/STAAD PRO etc.

|    |                      |   |    |            |            |  |
|----|----------------------|---|----|------------|------------|--|
| 20 | SOR LINE ITEM NO.002 | 1 | LS | 350,000.00 | 350,000.00 |  |
|----|----------------------|---|----|------------|------------|--|

CONSULTANCY SERVICE FOR COMMUNITY(MULTIPURPOSE) HALL

- 1) Engineering drawing for multipurpose(Community) hall (Elevation, Sections, plans & detail drawing.) Site visit, material selections and monitoring project while construction.
- 2) Structural Drawings and periodical site visits during execution
- 3) Detail Drawing for AC system and list out of quantity.
- 4) Detail Drawing of Acoustic system for hall and list out of quantity
- 5) To prepare detailed BOQ and Detailed Estimate
- 6) MEP Charges (Electrical and plumbing drawing.)
- 7) Consultancy services for Construction of pantry room and utility room in the adjacent area
- 8) Interior Design
- 9) Detailed drawings for delegate sound system
- 10) Design & Drawing of Rain Water Harvesting
- 11) Other Relevant Drawings.
- 12) Any other jobs as mentioned in SOW and SCC

Work Order Item 00001  
(RUPEE FIVE HUNDRED THOUSAND ONLY)

Basic Item Value : INR 500,000.00

Item Specific Conditions :  
Total Tax = 90,000.00  
18 % GST (SGST 9 % + CGST 9 %)- Cenvatable-(SX)  
Total item value including taxes & duties : INR 590,000.00

**Total estimated contract value excluding all tax and duties : 500,000.00**  
(RUPEES FIVE LAC ONLY)

**Total estimated contract value including all tax and duties : 590,000.00**  
(RUPEES FIVE LAC NINETY THOUSAND 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.

*jsingh*  
21/01/2025



**Signature Not Verified**

Digitally signed by RAJEEV KUMAR  
Date: 2025.01.31 11:04:43 IST  
Location: eProcurement System for Central  
PSUs