

Integrated Management System

Guideline for Sub-Contracting

Selection of Sub-contractor for CNG Dispensers

Sr. No.	Criteria	Supporting Documents
A	CNG Dispensers	
1	The Sub contractor should be a regular/experienced Sub contractor for Maintenance of CNG Dispensers.	Letter from OEM of the Dispenser supporting that the Sub contractor is an experienced Sub contractor for Maintenance of the CNG Dispensers. Minimum experience 2 years required.
2	Sub-contractor should have minimum 2 years of Experience for O&M of CNG Dispensers	1. Purchase/Work Order Copy from the OEM of Dispenser or the City Gas Distribution (CGD) Company for Maintenance of CNG Dispensers (minimum no. of dispensers - 5). 2. Completion certificate from the OEM of Compressor or the CGD Company against the Purchase Order for Maintenance of CNG Dispensers.
3	Certificate from the OEM/CGD Company for completion of major overhaul of CNG Dispensers. The maintenance activities of dispenser which are performed at the frequency of one year are considered as major overhaul of Dispenser.	A declaration from the Dispenser OEM stating that the Sub contractor has successfully completed major overhaul of CNG Dispenser.
4	Sub-contractor should have strong base or service setup for execution of Maintenance activities of CNG Dispensers.	1. Letter from Dispenser OEM that the Sub contractor has strong base or service setup for execution of Maintenance activities of CNG Dispensers. 2. A letter from Sub contractor clearly mentioning the number of manpower that will be deployed for execution of Maintenance of CNG Dispenser. 3. along with C.V. of key persons like in charge/ Service engineer
5	Sub-contractor should have Competent manpower for execution of Maintenance of CNG Dispensers.	1. A letter from Dispenser OEM that the manpower deployed by the Sub contractor are competent for execution of Maintenance of CNG Dispensers. 2. Training certificates issued or training planned post award of contract by Dispenser OEM to the Sub contractor manpower for execution of Maintenance of CNG Dispensers.
6.	Sub-contractor or Dispenser Service Provider should have Valid license issued by Legal Metrology Department for Service of the CNG Dispenser Model.	1. Sub-contractor should provide a Copy of Valid License issued by Legal Metrology Department for services of the CNG Dispenser Model.
6	Sub-contractor should have all statutory documents for performing Maintenance of CNG Dispensers.	1. Certificate for Company registration 2. ESIC registration certificate 3. PF registration certificate

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	Documents listed below are essential: 1. Company registration 2. ESIC registration 3. PF registration	
7	Others	5. Letter stating that - No Contract awarded to the Sub contractor, pertaining to the subject contract category, is terminated; - No Bank Guarantee/Security deposit, pertaining to the subject contract category, is forfeited by GGL or any of GSPC Group Company in last 3 (Three) years (reckoned from PO/WO date), due to non/poor performance or non-fulfilment of contractual obligations by the sub Contractor as per Tender/Contract terms and conditions. 6. Letter stating the Sub contractor is not blacklisted / put on holiday by GGL or any of the GSPC Group Company or CGD Company for subject tender/contract category. 7. Letter stating that there are no ongoing Litigation/Arbitration process with GGL or any of the GSPC Group Company. 8. Sub-contractor has to meet qualification criteria on its own. (E.g. qualification through Joint Ventures/Consortiums/MoU etc. are not allowed). <i>Note: Occurrence of any of above mentioned events during empanelment period, if any, will make the concerned Sub contractor liable for disqualification for further tender/contract, at the sole discretion of GGL.</i>

Approval Matrix for Sub-contracting For CNG Compressor & Dispenser:

Type of Contract	Prepared By	Reviewed by	Recommended by	Approved By
O&M of CNG Compressor	CNG – Executive / Sr. Executive / Engineer / Sr Engineer	Sr. Engineer / Deputy Manager / Manager	GA Head	Operations Head
Dispenser Maintenance	CNG – Executive / Sr. Executive / Engineer / Sr Engineer	Sr. Engineer / Deputy Manager / Manager	GA Head	Operations Head

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