



TECHNICAL SCOPE OF WORK
FOR REPAIR/ REPLACEMENT OF COMPONENTS IN
BRANDING TOWER FOR GUJARAT GAS LIMITED CNG
STATIONS

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1. INTRODUCTION

Gujarat Gas Ltd, is a Group Company of Gujarat State Petroleum Corporation Ltd., (State Government undertaking), is in business of distributing Natural Gas to Industrial/ Commercial and Domestic Customers and CNG Stations in various cities authorized to GGL by PNGRB Viz: in the state of Gujarat, Maharashtra, Punjab, Haryana, Rajasthan, Madhya Pradesh and Union Territory of DNH etc.

Gujarat Gas Limited had installed Branding tower at CNG Station to increase customer connivance and better exchange of information. GGL has intended to appoint a contractor for on-call base repair/ replacement of parts in branding tower. This scope of work covers various activities pertaining to supply, repair/ re-fixing of various parts of branding tower installed at CNG stations.

2. DEFINITIONS/GLOSSARY

OWNER or GGL or COMPANY	shall mean GUJARAT GAS LIMITED (GGL), incorporated under company's Act 1956, having its Corporate Office at Ahmedabad hereinafter mentioned as "OWNER" which expression shall, unless repugnant to the context or meaning or meaning thereof, include all its successors, administrators, executors and assigns.
OWNER'S REPRESENTATIVE or CONTRACT OWNER	Shall mean the person appointed from time to time by the OWNER and notified in writing to the BIDDER/ SERVICE PROVIDER to act as the OWNER'S REPRESENTATIVE for the purpose of the CONTRACT or in absence of such notification, the OWNER.
BIDDER/ SERVICE PROVIDER	Shall means the person, firm or company specified and entering into the Contract with the Owner and its or their legal personal representatives, successors and permitted assigns
SPECIFICATION	shall mean all directions, Various technical specifications, provisions, land requirements attached and referred to in contract documents which pertain to the method and manner of performing the work or works, to the quantities and qualities of the work or works and the materials to be furnished under the contract for the work or works, as may be amplified or modified by the OWNER or Engineer –In- Charge during the performance of the contract in order to provide the unforeseen conditions or in the best interests of the works or works. It shall also be include the latest edition of relevant Indian Standard Specifications and code including all addenda/corrigenda published before acceptance of bid.
APPROVED	Shall mean approved in writing including subsequent written confirmation of previous verbal approval and "APPROVAL" means approval in writing including aforesaid.
BIDDER/ SERVICE PROVIDER'S REPRESENTATIVE	Shall mean person appointed from time to time by the BIDDER/SERVICE PROVIDER and notified in writing to act as its REPRESENTATIVE for the purposes of CONTRACT or in default of such notification the BIDDER/SERVICE PROVIDER.
SITE	Means the area or areas on which the SERVICES are to be executed or carried out and any other places provided by OWNER for the purpose of the CONTRACT.
GGL EIC	Gujarat Gas Company's Engineer In Charge
CNG	Compressed Natural Gas
BDT	Break Down Time
O&M	Operation and Maintenance
PPE	Personal protective Equipment's

PTW	Permit To Work
SLA	Service Level Agreement
WA	Work Authorisation

3. BIDDER/ SERVICE PROVIDER'S SCOPE OF WORK

- General:**

- 3.1 The scope/ specification covers the minimum specified requirement for the various activities to be carried out by the Bidder toward the repair/ replacement of equipment and related work of branding tower installed at CNG stations across GGL.
- 3.2 Bidder shall, with due care & diligence, execute the work in compliance with all laws, by laws, ordinances, regulation etc. and provide all services and labor inclusive of supervision thereof.
- 3.3 All the materials, equipment, appliances or other things of whatsoever nature required in or about the execution of the work, whether of temporary or permanent nature shall be provided by the Bidder as per SOR line items.
- 3.4 Before starting of work at site, Bidder shall himself be familiarized for the work given by owner for which approval/ clearance is obtained from Owner. Bidder shall obtain permit to work (PtW/ WA as applicable) from GGL 1 working day in advance prior to start work at site.
- 3.5 Bidder shall follow GGL QHSE requirement during execution of work at GGL site.

- Specific Terms & Conditions:**

- 3.6 Bidder shall carry out On-call basis repair/ replacement of equipment of Branding tower installed at CNG Stations across GGL.
- 3.7 Bidder shall carry all tool & tackles and other equipment's along with required material for repair/ replacement of equipment of branding tower.
- 3.8 Bidder shall provide any technical assistance by any mode of communication to Owner for immediate solution.
- 3.9 Before replacing any defective part, Bidder shall inform the Owner Engineer In-charge and get the prior approval.
- 3.10 Bidder shall ensure certification of the inward material from Owner engineer in charge before usage
- 3.11 Bidder shall be responsible to submit the removed/ scrap materials to Owner at CNG Stations as decided on case to case basis as per instruction given by Owner Engineer in Charge.
- 3.12 Bidder shall ensure that all parts/ spares are available with their manpower during repair and replacement work. In case of any material/component having a long-lead time, bidder to inform GGL Engineer-In charge, based on which GGL Engineer-In charge to decide on the penalty.
- 3.13 Bidder shall prepare measurement sheet of components repaired/replaced. Bidder to ensure certification of GGL EIC on measurement sheet before submission of invoice.
- 3.14 Bidder shall take due care of Owner's equipment. Bidder shall be responsible for any damage to GGL equipment during execution of job
- 3.15 Work shall also include arrangement of necessary tools and tackles, equipment, ladder, scaffolding, safety belts, PPE as per GGL standards.

3.16 Penalty Terms

Sr. No.	Service Level Agreement	Penalty (In Rs.)
1	Bidder fails to repair and re-fix branding tower within 30 days from the email communication from owner.	INR 500/ day

*The Cumulative Penalty shall be limited to maximum 10% of the Basic executed work value for respective location.

* For simultaneous intimation for multiple location, stake holder and contractor to jointly agree for timeline to attend the repairing work.

- **Permits & Authorizations:**

- 3.17 Bidder shall apply and obtain all necessary permits for inspection and related work to be performed. After completion of work a joint inspection shall be done at work place.
- 3.18 For any work covered under company's work permit system, as informed by the engineer in charge, the Bidder shall collect the work permit or extension of work permit from engineer in charge at Owner's office. Cost for execution of work entrusted to him.
- 3.19 Bidder shall carry out the work normally within the official duty hours of Company. The Concerned Supervisor must ratify any deviation from the normal working hours. No Work shall be carried out without permission of Company representative beyond the official duty hours.
- 3.20 Bidder Representative should not be without Identity Card at Owner sites & office. I-Card shall be provided by Bidder.
- 3.21 Bidder shall depute competent manpower at site. Owner will provide basic training for the same. Bidder shall commence the work only after receiving of Safety Training & Safety Passport (if Applicable).
- 3.22 Before Starting of Job, Bidder shall Conduct Tool Box talks with all involved man power at each location for each activity and maintains record.

- **General Condition of Contract:**

- 3.23 One time visit charges for repair/replacement of components of branding tower shall be paid extra (capped to twice in a month for different intimations from GGL Engineer-In charge); as per the rates agreed in the contracts which shall include conveyance charges, lodging, boarding, fuel charges etc. as applicable. However, GGL Engineer-In charge shall ensure that repair activities to be clubbed together to avoid more visits. Clubbed visit for repair/ replacement of components of branding tower for more than one station in single GA in a single intimation will be counted as single visit and single visit charges shall be paid irrespective of number of man days. GGL Engineer-In charge shall ensure that repair activities to be clubbed together for multiple number of branding tower in single GA.
- 3.24 Bidder shall provide mobile phone to their staff for effective communication from station/site to Owner office can be done effectively.
- 3.25 Any communication between Authorized representative & Bidder representative shall be considered as legally binding communication.
- 3.26 All persons engaged by the Bidder shall be the Bidder's own employee and they will claim no privileges from Owner. The Bidder will directly be responsible for the administration of his employee as regard general discipline and courteous behavior.
- 3.27 Communication to Owner as per contingency plan in case of any accident during inspection.
- 3.28 In case of any hazard like fire, leakage etc. due to gross negligence of the Bidder, Owner reserves the right to impose penalty up to actual damage cost and or termination of Work Order depending upon the gravity of the situation.
- 3.29 While carrying out the job all deputed persons shall follow safety rules & regulation of Owner.
- 3.30 Bidder shall ensure to comply with the other guidelines for site management and medical emergency, released by Owner time and again as per Contract Management Process / System
- 3.31 If the works are not done as per Owner Satisfaction level then Bidder shall do the necessary rework at his own cost.

3.32 Bidder shall notify the Owner Engineer nominated about all the activities planned for the day through an email along with the Progress Report. The Bidder shall not commence any works on any given day without intimating the Engineer the location where the Works are to be executed for that particular day.

3.33 Emergency Response Plan

In case of any injury or an accident at the site, the Bidder shall immediately inform the site in-charge and further take immediate steps to take the injured person(s) for medical treatment.

4. OWNER'S SCOPE OF WORK

- 4.1 Owner shall handover branding tower for repair/replacement of equipment.
- 4.2 Owner shall provide work permit for execution of job.
- 4.3 Owner will provide Safety & Technical Assistance as and when required.
- 4.4 Owner will inform Bidder about Risk Associated with the job & it's Control Measure.
- 4.5 Owner's Representative may witness the entire job.
- 4.6 Owner shall provide necessary site clearance/ approval for carrying out the job.
- 4.7 Owner shall provide detail of requirement/ material to replace in branding tower in advance.

5. ANNEXURES

ANNEXURE-1: MATERIAL SPECIFICATION

1. BRANDING & SIGNAGE:

1.1 Vinyl: Printed Vinyl

- To provide approved make of 3M or LG or Avery super cast film, exterior grade, and white / approved coloured black back / transparent vinyl as directed by EIC.
- Vinyl print with glossy and reflection finish as per requirement or direction of EIC.
- Multi-colour digital / flat band or uv printing as per GGL branding document shall done on approved white and transparent vinyl.
- Vinyl cutting in approved shape & size and wrinkle free uniform pasting of the same on plain / circular surface in true line and level at all heights including surface cleaning.
- To removal existing stickers, glue, oil, grease, dust etc. if required.
- Vendor to provide print image file as per site fitment to GGL prior to final print. Vendor to get verified and check make of Vinyl from EIC prior to pest.



Printed Vinyl for Branding Tower: Multi colour Digital pint on transparent vinyl.

1.2 Vinyl : Cut Vinyl of Approved colour

DRINKING WATER

FREE AIR

TOILET



1.3 ACP Cladding :

Cladding made of Aluminum Composite Panel (ACP) of approved make of Exterior type, 4mm thick, PVDF sheet having Aluminum thickness 0.5mm both side and of approved colour and shade as approved by GGL EIC, Scope shall include supply and fixing ACP using framework made out of 50x25mm square box pipe for main member and 20x25mm for secondary members with spacing not more than 600mm c/c as required to match the structure cladding as per design drawing as suggested or approved by EIC or architect and as per detailed drawing with cutting, bending and fixing in true line & shape with screw at every 9" distance and filling up joints or groves with approved / suggested black 1 clear /white silicone as per directed by architect / EIC.

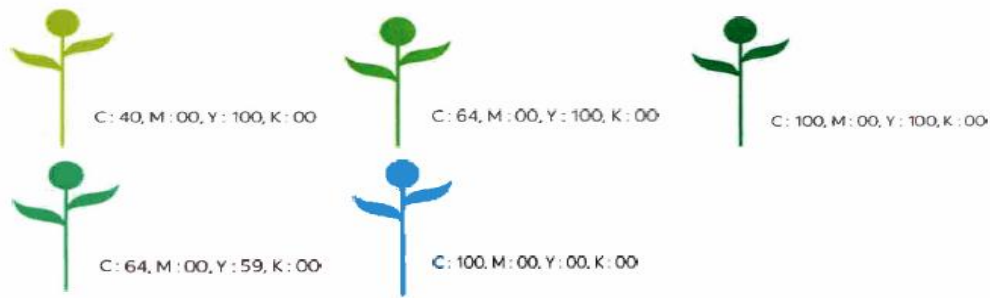
1.4 Acrylic Logo / Letters : 3mm

- To provide Acrylic logo/letter made out of 3mm thick Acrylic sheet of approved make and colour as match with GGL branding colour.
- Acrylic logo / letter shall cut in approved shape & size.
- Acrylic logo shall fix on ACP / wall as per required and applicable fixing arrangement.
- GSFC or as approved by EIC.

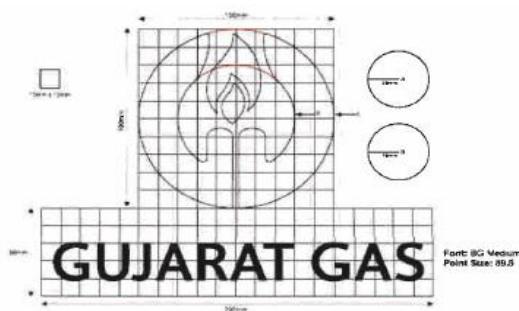
1.5 ACP / Vinyl colour code:

- Milky White : CMYK code : C : 00, M : 00, Y : 00, K : 00
- Green : CMYK code : C : 55, M : 00, Y : 100, K : 00

1.6 Flower design and colour code :



1.7 Logo Detail & Colour Code :



CMYK Colour Scheme			Font Color	RGB Colour Scheme			Font Color								
	C = 80 Y = 100		C = 80 Y = 10		M = 60 Y = 100		C = 100 M = 70		R = 82 G = 189 B = 95		G = 163 B = 209		R = 252 G = 135 B = 33		G = 89 B = 142

Acrylic sheets to match with this colour codes.

1.8 Material Warranty.

1.8.1 ACP:

4mm thick, AL43 Exterior grade, 0.5mm Aluminium foil, PVDF coated, colour as approved by EIC.

Free of colour fading or any defect for min 10yrs.

Material used is of exterior grade.

Flexi bond or Aludecor or Cross Bond or as approved by engineer in charge.

1.8.2 Vinyl should cover following warranty

- Vinyl peel-off
- Fading
- Shrinkage
- Cracking and crazing
- Confirmation for material make and grade
- Min 5 years warranty.
- 3M or LG or Avery make as approved by EIC

1.8.3 LED Lights :

Min 5 years warranty with 10 yrs self-life GE (USA) or Equivalent.

Vendor to arrange and use necessary scaffolding, tools tackles, safety belt, PPE as per GGL safety standards.

ANNEXURE-2: QHSE REQUIREMENT

SCOPE AND APPLICATION

Contractor/Service providers are the key stake holder and an integral part of Gujarat Gas Ltd (GGL's) business. Contractors'/Service provider' Quality, Health, Safety and Environment (QHSE) performance reflects on the company's business performance and reputation. GGL has established QHSE Management Systems, Procedures & Guidelines to ensure compliance with GGL's QHSE requirements. These requirements apply to all jobs whilst conducting work for GGL including; Project, Construction, Operation & Maintenance, Field Operations and Services within any given contract or agreement.

The overall objective of QHSE management in contract/agreement is to improve the company and Contractor's/Service providers' QHSE performance in all aspects of activities. Active and on-going participation by both the GGL and Contractor/Service provider is essential to achieve this objective.

RESPONSIBILITIES

It is responsibility of GGL management and staffs to ensure that all Contractors/Service providers work under their direction & control are provided with relevant Integrated Management System (IMS) Policies, Procedures & Guidelines that describe the GGL requirements for undertaking work within the company. It is also the responsibility of Contractors/Service providers to ensure that their staff are informed of and comply with GGL's requirement whilst working for the company.

GGL HSE department provides advice and assistance on QHSE requirements across the complete spectrum of all work activities. Contract Owner (Department Head) and Contract Holder (Work in-charge) are responsible to ensure safe execution of work/service include the following:

- Ensuring that the QHSE Policy, Procedures & Guidelines are known and understood by all contractors'/service providers' staff and work force
- Monitoring, Inspecting & Auditing execution of work, activities to ensure adherence to the QHSE compliance requirements

The Contractors'/Service provider' will take the responsibility for implementation of GGL's QHSE Policy, Procedures, Guidelines and other requirements with the advice and support of the GGL's Contract Owner / Contract Holder and HSE representative.

Contractor/Service provider to ensure that all aspects relating to QHSE are adequately addressed and implemented in accordance with the GGL QHSE requirements and QHSE Management Plan, which shall include the management processes and activities to be implemented during the course of work with GGL.

Contractor/Service provider shall be responsible for ensuring that adequate HSE resources are put in place to enable satisfactory implementation of QHSE Management Plan.

This responsibility also applies to ensure the Health and Safety of the people are directly and indirectly engaged / involved whilst working or present at GGL's work area / sites.

MOBILIZATION

- Post selection and awarding of contract, GGL shall arrange a kick-off meeting with Contractor/Service provider where GGL team members Contract Owner (CO), Contract Holder (CH) & HSE representative) will discuss on QHSE Management aspects / plan and requirements in order to make sure that Contractor/Service provider and their team are fully understand the expectation of GGL. During the meeting, QHSE Management Plan shall be discussed and agreed between GGL and Contractor/Service provider

- Contractor/Service Provider shall ensure that all tools, tackles, equipment, machineries & instruments are adequately deployed and are 'Fit for Purpose'. Pre-mobilization checks/inspection shall be carried out by GGL team for the same before the start of work.
- GGL emphasizes on the importance of the Health and Fitness of all staff/work force deployed at GGL work sites. Contractor/Service provider shall adhere to medical check-up as per the GGL Health check-up matrix (as applicable)
- A proper HSE orientation and training will be organized by GGL for the Contractor/Service provider workforce before the start of work; under no circumstances should the Contractor/Service provider commence the work unless they have undergone the HSE training (as applicable)
- Contractor/Service provider shall ensure that all their staff/work force are provided required Personal Protective Equipment (PPEs) as per GGL PPE matrix (as applicable)
- Contractor/Service Provider shall ensure all required emergency arrangements like Medical treatment, FIRST AID box and Firefighting equipment (as applicable)

EXECUTION

Contractor/Service provider is responsible to ensure the compliance with GGL QHSE requirements. GGL overall QHSE performance is directly influenced by the contractors' performance.

- Contractor/Service provider is responsible for QHSE compliance monitoring at site/work activities to ensure that work/activity is performed in a safe manner. Moreover, they are responsible for reporting of all incidents, Hazard and Near Miss that might happen during work/activity
- Contractor/Service provider shall follow and comply with GGL "Work Permit" system

We believe that everyone at GGL, Employees, Contractors, Service providers and Associates have the right to go home safely to their families.

QHSE Defaults and Penalties (As applicable)		
Sr. No.	Description	Penalty amount
1	Work without PtW/WA	Rs. 500/- per instance per location
2	Non-compliance - PPEs	Rs. 500/- per instance per location

Remark: Issuance of MEMO against HSE non-compliances including above mentioned defaults shall be decided by Contract Holder

QHSE GUIDELINE (AS APPLICABLE) FOR ALL TYPE OF CONTRACTS

- 1 **Contractor/Service provider...**
 - a) shall ensure that all staff/work force comply with the requirements of the GGL HSE Management System, QHSE policy, standard, procedures, guideline, plan & Life Savers at work site
 - b) shall ensure issuance of Identity Card to their team members
 - c) shall apply and obtain Permit to work (PtW/WA) before start of the work
 - d) shall arrange work related Personal Protective Equipment (PPEs) for their staff/work force and ensure proper use during the execution of job
 - e) shall carry out the work within the duty hours/office hours. No Work shall be carried out without permission of GGL's representative beyond the official duty hours unless otherwise agreed upon prior to start of work and recorded appropriately
 - f) shall ensure that all tools, tackles, appliances, machines, vehicles, instruments or other equipment are Fit for Purpose and maintained safe working condition at all times and are used only by authorized and competent persons

- g) shall ensure that all the QHSE requirements are properly discussed for any sub-contracted activities with GGL. No such activity shall be performed without clearance from GGL management
 - h) shall ensure that all Hazards, near miss, accident, incident, injuries are reported promptly to GGL. Action arises due to reported Hazards, near miss, incident investigation; audit/inspection shall be closed out as per agreed timelines with site in-charge
 - i) shall deploy staff & work force trained, qualified and competent for the work and well aware of risks and mitigation action/s for the activities undertaken
 - j) shall make necessary arrangements for safe custody of equipment, materials in stores/warehouse and at site
 - k) shall ensure safe transportation, storage and handling of materials to prevent any damage which may impair safe performance of the equipment / material etc
 - l) shall initiate immediate actions to hospitalize injured person(s)
 - m) shall ensure an injury free, incident free workplace and protect people from harm caused by work activities
 - n) shall ensure use of seatbelts while driving four-wheeler and use of crash helmet for Two-wheeler riders during job execution
 - o) shall ensure Lock out and Tag out (LOTO) after de-energizing and double check before starting any jobs. In case of conducting job for the purpose of fault finding & monitoring of voltage & current it is to be considered live working and all PPE'S to be worn to avoid exposure of flash arc current
 - p) shall take note that the use of open wires in sockets, use of wires with tape joints shall not be accepted at work site.
 - q) shall ensure proper collection, storage and disposal of solid / liquid waste as per GGL procedure and guideline
 - r) staff/work force shall not smoke or resort to misuse of drugs, medicines or alcohol while on duty
- 2 In case of any incident like fire, gas leakage etc. due to gross negligence of the Contractor's staff/work force, GGL reserves the right to impose penalty up to actual damage cost and or termination of work order depending upon the gravity of the situation.
 - 3 Any breach of the QHSE requirements shall be deemed by the company to be a material breach of the terms & condition of the contract. GGL shall be entitled to take appropriate actions including instructing the contractor to (a) remedy the breach; (b) suspend the work or (c) terminate the contract.
 - 4 All activities shall be carried out as per GGL's documented procedures and QHSE requirements, deviation from it shall be dealt with very strictly

PENALTY MATRIX RELATED TO INJURY CASES

SN	Parameter	Penalty (INR)
1	Fatal incident	For each fatal case either 1,00,000/- or 10 % of total contract value, whichever is lower
2	Lost time injury	For each injury case either 20,000/- or 5 % of total contract value, whichever is lower
3	Medical Treatment case / Restricted workday case (Excluding animal/insect bite cases)	For each injury case either 10,000/- or 2 % of total contract value, whichever is lower

Note: Penalty shall be imposed over and above the payment & compensation that would be made by the service provider to the injured person or family of deceased vide the statutory provisions.

ANNEXURE-3: TYPICAL DESIGN OF BRANDING TOWER

