



**Phase-5**

**Invitation for Expression of Interest (EOI)**

**For**

**CONTRACTOR EMPANELMENT FOR STEEL PIPELINE LAYING  
PROJECT WORKS ACROSS GEL GAS**

**REF. NO. GGL/EOI/2025-26/001 (PHASE-5)**

**EOI Published on 05<sup>th</sup> June, 2026**

**Response Submission by 26<sup>th</sup> June, 2026**

**Response to the EOI shall be submitted at the following address**

**Kind Attention: AVP- Materials  
Gujarat Energy Limited  
Office No. 4 & 5, Ground Floor,  
IT Tower – 2, Infocity,  
Gandhinagar – 382 009**

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## **A. INVITATION FOR EXPRESSION OF INTEREST (EOI)**

1. Gujarat Energy Ltd. (GEL), (Erstwhile Gujarat Gas Limited - GGL) intends to empanel interested & capable contractors for ***“Steel Pipeline Laying Project Works across GEL GAs”***.
2. Experienced and capable contractors are requested to submit their Expression of Interest for empanelment with GEL for this requirement, within the stipulated timelines, in line with the requirements detailed in this document.
3. The Bidder Qualification Criteria (BQC) based upon which the bidders shall be evaluated are listed in Section C of this document. The Expression of Interest (EOI) should be accompanied by all the necessary documents as mentioned in Section C.
4. **All interested contractors MUST respond to this EOI, after which the evaluation process will be followed in line with the criteria defined in this document.**
5. **Bidders qualified under this process will be empaneled for a period of 2 (Two) years from the date of empanelment for issuance of Tender/RFQ.**
6. Contractors already working with GEL for subject category or any similar/ associated activities are **NOT AUTOMATICALLY QUALIFIED** for this EOI.
7. **Contractors currently empaneled with GEL for the said Work Category against the EOI in earlier Phases (List Available on GEL Website) can submit the supporting documents as mentioned in Bidder Qualification Criteria (BQC) for Technical Criteria and Financial Criteria, for upgradation of Project Length and Estimated Tender Value respectively.**
8. **The Eligibility will be revised (upgraded or downgraded) based on the documents submitted by the Bidder. However, the empanelment period for the Bidder who have applied for upgradation of Project Length / Financial Credentials will remain unchanged.**
9. **The onus of participation against the EOI for ensuring timely renewal/extension of empanelment period and/or upgradation of 'Project Length' and/ Or 'Estimated Tender Value' rests entirely on the Bidders. GEL will not be liable for any lapse on Bidders' end. Any dispute pertaining to the same will not be entertained.**
10. **GEL reserves the right NOT to empanel any bidder and/or remove the bidder from empanelment list whose performance is not found to be satisfactory in any of the GEL PO/Contract, even though such bidder meets the qualification Criteria/requirement in line with the Bidder Qualification Criteria (BQC) published in Part-C.**
11. Typically, Limited tender(s) for the said Services shall be assigned to the bidders empanelled and eligible for the said tender as on the tender publishing date. However, GEL reserves the right not to issue the enquiry/tender subsequent to the EOI evaluation and/or modify the process without assigning any reason whatsoever.
12. This notice does not in any manner impose any legal obligations on GEL or confer any rights on any other party in respect of the contents herein. Any contractual obligations or rights shall always be subject to a final and binding written contract executed between GEL and the party claiming such contractual obligations or rights.

13. GEL has the sole discretion to accept or reject any of the submissions without assigning any reasons. Responses submitted through Agents / Intermediaries will not be considered.

## **B. INSTRUCTIONS TO BIDDERS**

1. The onus of providing all necessary company/ experience related information, in appropriate manner and medium, as prescribed in this document, and so as to demonstrate the competency of the Bidder and to allow proper evaluation, will rest entirely on the Bidder. The Bidder shall ensure submission of complete & comprehensive information/documentation in the ***first instance itself***. There is no obligation on part of GEL to seek any additional/missing details not submitted in the first instance.
2. If the Qualification documents are submitted in company's name, a '**Power of Attorney**', in favour of the person who is authorized to sign the qualification documents on behalf of the company, must accompany the qualification documents.
3. All information has to be typed or hand written legibly. All pages of the qualification documents have to be signed by the Bidder's authorized personnel (**as given in point 2 above**). All corrections, erasures or overwriting, therein, have to be signed by the Bidder's authorized personnel.
4. The description of scope of work mentioned in the title is indicative only and the detailed scope of work will be provided in the respective tender documents, if & when issued to qualified bidders only.
5. The decision of GEL for selection or rejection of the bidders shall be final and binding to all without assigning any reason whatsoever.
6. Bidder is required to furnish the complete and correct information and/or documents required for evaluation, as specified in EOI. If the information and/or documents forming basis of evaluation is found to be false/forged/Fake/incorrect and /or concealment of facts to deceive selection process, the same shall be considered adequate ground for rejection and appropriate action will be taken as per the GEL prevailing Policy for ACTIONS TO BE TAKEN AGAINST VENDORS/ CONTRACTORS FOR DEFAULTS IN TENDER/CONTRACT TERMS, DISCHARGE OF CONTRACTUAL OBLIGATIONS, CORRUPT/FRAUDULENT / COLLUSIVE /COERCIVE PRACTICES available on GEL Website.
7. Even though meeting the qualification criteria, any Bidder may be disqualified if the Bidder:
  - a) Has made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
  - b) Has past record of poor performance at GEL/ other clients, such as abandoning the works, not properly completing the contract, statutory non-compliances, inordinate delays in completion, litigation history, or financial failures etc.; and/or
  - c) Has indulged in inducement of any GEL official and/or their consulting engineer and other advisors in any manner whatsoever
8. As part of the qualification process, GEL, at its sole discretion, may also visit Bidder's works/project sites and/or any Bidder's premises to assess level of Quality, Safety, and bidder's ability to plan, mobilize and deploy resources.
9. The Bidder is expected to examine carefully all instructions & formats in the documentation. Failure to comply with the documentation requirements of EOI document shall be at the Bidder's own risk and may result in disqualification of the Bidder.

10. The EOI documentation and all correspondence, incidental to and concerning the same, shall be in English language. For supporting documents and printed literature submitted in any other language, an equivalent English translation shall also be submitted. Responsibility for correctness in translation shall lie with the Bidder. In case of any conflict, for the purpose of interpretation of the bid, the English translation shall govern.

11. In case of any queries or details/clarity required, write to us on [kanaka.devi@gujenergy.com](mailto:kanaka.devi@gujenergy.com) (Phone: +91 79 26737548) and [Mrugesh.Dalvi@gujenergy.com](mailto:Mrugesh.Dalvi@gujenergy.com) (Phone: +91 79 2673 7556).

The expression of interest along with all required supporting documents as listed above should be sent to below mentioned address captioned with EOI Reference no. within stipulated EOI submission date:

**Kind Attention: VP- Materials  
Gujarat Energy Limited  
Office No. 4 & 5, Ground Floor,  
IT Tower – 2, Infocity,  
Gandhinagar – 382 009**

All supporting document as mentioned above shall be in English language only. In case of the certificates / documents are in a language other than English, translated documents of the same, duly attested by a third-party agency.

**C. Bidder Qualification Criteria (BQC) - Attached separately herewith**



**ANNEXURE – 2**  
**POWER OF ATTORNEY**  
**(To be stamped in accordance with Stamp Act)**

Know all men by these present, I/We .....(Name of Partner/Proprietor/Director) of .....(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorized Mr./ Ms (name)..... son/daughter/wife of ..... And presently residing at....., who is presently employed with us/the Lead Partner of our Consortium and holding the positing of....., as our true and lawful attorney ( hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for submission of any kind bid or participation in tendering process in Gujarat Energy Ltd. including but not limited to signing and submission of all applications, bids and other documents, and writings, participate in Pre-Application and other conference and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Concession Agreement and undertaking consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and /or upon award thereof to us and or till the entering into of the Concession Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

This power of attorney is valid for the FY...../Calendar Year..... unless revoked earlier.

IN WITNESS WHEREOF WE, .....THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY AT .....ON THIS..... DAY OF.....2....

For  
(Signature, name designation and address)

Witness:-

1.  
(Notarized)

2.  
Accepted

.....  
(Signature)

(Name, Title and Address of the Attorney)

Notes:-

- i. The mode of execution of the power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants) (s) and when it is so required, the same should be under common self-affixed in accordance with the required procedure.
- ii. Wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board of shareholder’s resolution /power of attorney in favor of the person executing this power of Attorney for the delegation of power hereunder on behalf of the Applicant.

### **ANNEXURE – 3**

#### **DECLARATION OF OTHER CRITERIA**

**(To be submitted on Bidder Firm/Company Letter Head)**

To,

GUJARAT ENERGY LIMITED,  
Office No. 4 & 5, Ground Floor,  
IT Tower – 2, Infocity,  
Gandhinagar – 382 009

Dear Sir,

With reference to Gujarat Energy Limited's Notice Inviting Expression of Interest Ref. No. - **GGL/EOI/2025-26/001 (Phase-5)**:

1. I/We understand that a Bidder who submits or participates in more than one bid, directly or indirectly, will result in disqualification of all the proposals, in which the Bidder has participated. Hence, I/We hereby undertake & declare that we have submitted single bid against the above referred e-Tender. Further, I/we declare that none of our proprietor /partner(s) is/are same proprietor/ common Partner(s) in/with any of the bidders participating in the tender.
2. I/We are NOT debarred or blacklisted or put on holiday by (a) Gujarat Energy Limited, or (b) any of the GEL Group Companies, as on the bid submission date.
3. I/We hereby confirm that ***(Bidder shall tick/select any one of the options below - as applicable)***

There is/are no on-going and/or Past Litigation(s)/Arbitration(s) process with, either (a) Gujarat Energy Limited, or, (b) any of the GEL Group Companies.

There is/are on-going and/or Past Litigation/Arbitration process with, either (a) Gujarat Energy Limited, or, (b) any of the GEL Group Companies, details of which are attached herein *(Bidder to attach/upload list of such Past as well as on-going Litigation/Arbitration Proceedings, which includes the case no., date & year of filing litigation, the litigating parties, the subject matter of litigation, order(s) passed in litigation, present status of litigation, and the value of claim, if any)*

GEL may evaluate the details of such litigation / arbitration proceedings and may at its sole discretions disqualify such bidder who is indulging in frivolous litigation/arbitration OR having history of initiating litigations/arbitrations, against GEL or any of the GEL Group Companies; and proceed with the bidding process. Further, the bidder shall provide any additional details/clarifications as may be require by GEL in this regard in time bound manner.

4. We will meet qualification criteria on its own. (e.g. qualification through Joint Venture/ Consortium/ MoU etc. are not allowed.)

*Note: With respect to point nos. 1, 2 and 3, if the aforementioned undertaking or any part thereof is found false/incorrect/inaccurate OR occurrence of any of the above-mentioned disqualifying events contemplated at point nos. 1, 2 and 3, during empanelment period/award period, shall make the concerned bidder liable for disqualification for tenders/contract award, at the sole discretion of GEL.*

For the purpose of this Declaration, 'Litigation/Arbitration' shall mean any suit, litigation, arbitration, judicial or quasi-judicial proceeding initiated by/against the Bidder involving GEL and/or any of the GEL Group Companies before any Court/ Forum/ Tribunal/ Authority/ Regulator/ Arbitrator as on the date of submission of bid.

We undertake that, at its sole discretion GEL shall take appropriate action(s) in case of any contravention of this declaration.

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**Name & Sign of the Authorised Representative**  
**Company Seal**

**ANNEXURE – 4**  
**DECLARATION OF RELATIONSHIP WITH GEL EMPLOYEES**  
**(To be submitted on Bidder Firm/Company Letter Head)**

To,  
GUJARAT ENERGY LIMITED,  
Office No. 4 & 5, Ground Floor,  
IT Tower – 2, Infocity,  
Gandhinagar – 382 009.

Dear Sir,

With reference to Gujarat Energy Ltd. e-Tender EOI Reference No. - **GGL/EOI/2025-26/001 (Phase-5)**, I/We hereby confirm that ***(Bidder shall tick/select any one of the options below - as applicable)***

I/We (including all Partners/Directors/Proprietor) are NOT Relative(s) of or have any financial or business transactions with any Employee(s) of Gujarat Energy Limited. It is further declared that if in the future such a conflict of interest arises, we will immediately intimate the same to GEL.

I/We (any of Partner/Director/Proprietor) am/are Relative(s) of or have financial or business transactions with Employee(s) of Gujarat Energy Limited  
***(Bidder to attach/upload list of such relationship, if any)***

We hereby declare and confirm that the above information and particulars are true and correct.

We undertake that, at its sole discretion GEL shall take appropriate action(s) in case of any contravention of this declaration.

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**Name & Sign of the Authorised Representative**  
**Company Seal**

**Note:** To encourage voluntary disclosures, any conflict of interest declared above would not mean automatic disqualification of the bidder(s) making such declarations. The declared conflict of interest would be evaluated and mitigation steps, if possible, would be taken by GEL. In case such mitigation is not possible, GEL may at its sole discretion exercise the right of disqualification of bidder(s).



**GUJARAT ENERGY**

(Erstwhile Gujarat Gas Limited)

**BIDDER QUALIFICATION CRITERIA (BQC)  
EMPANELMENT OF CONTRACTORS FOR STEEL PIPELINE PROJECTS**

**DOCUMENT NO:  
GEL/TS/STEEL/SERVICE/EMPANELMENT OF CONTRACTOR FOR STEEL PROJECTS  
/BQC**

Sr No	Criteria	Supporting Documents
A	Technical Criteria	Compliance Required in Technical Evaluation
A1	<p>The bidder shall have successfully Completed <b>Single contract</b> involving Laying, Installation and Testing of buried hydrocarbon Steel Pipeline (<b>Minimum length 3 (Three) km of diameter 6” NB and above</b> in last <b>7 (Seven) years</b> to be reckoned from the Tender publishing month.</p> <p><i>Bidder to read BQC notes (Most Important) specified in this document.</i></p>	<p><b>A. Bidders not associated with GEL (Est. GGL)</b> shall submit the Purchase Order/Work order/Contract for fulfilment of the criteria specified herein and shall submit the corresponding satisfactory work completion certificate issued by Oil and/or Gas Company (End Client) as documentary evidence towards adherence to the criteria specified herein.</p> <p><b>B. Bidders associated with GEL (Est. GGL)</b> (existing and previously) shall submit the Work order for fulfilment of the criteria specified herein.</p> <p><b>C. In case Bidder intends to get evaluated based on work done as Approved Sub-contractor experience</b> basis, Bidder shall submit the following documents towards adherence to the criteria specified herein:</p> <ul style="list-style-type: none"> <li>• Purchase order/ Work order/ Contract issued by main contractor.</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>• Sub-contract approval granted by Oil and/or Gas Company (End Client).</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>• Satisfactory work completion certificate issued by Oil and/or Gas Company (End Client).</li> </ul>
B	Financial Criteria	Compliance Required in Financial Evaluation
B1	<p>a) Bidder shall declare <b>Annual turnover (Minimum of Rs. 1 Crore)</b> in any of the preceding three audited financial years (i.e. FY23-24 to FY25-26)</p> <p>b) Bidder shall declare <b>working capital (Minimum of Rs. 25 Lakh)</b> of their own for</p>	<p><b>Bidder (Both associated with GEL and not associated with GEL)</b> shall submit following documents as the documentary evidence toward adherence to the criteria specified herein.</p> <p>1. Chartered Accountant Certificate with UDIN confirming Annual Turnover, Working Capital and Net worth as per qualification criteria.</p>

Sr No	Criteria	Supporting Documents
	<p>the last audited financial year, i.e. FY 2025-26.</p> <p>c) Bidder's <b>net worth</b> as per the last audited financial statement i.e. for the last financial year, i.e. FY 2025-26 <b>shall be positive.</b></p> <p><i>Bidder to read BQC notes (Most Important) specified in this document.</i></p>	<p><u>Important Notes:</u></p> <ol style="list-style-type: none"> <li>1. <i>FY 2024-25 shall be considered as preceding Financial Year. However, If audited financial report of FY 2024-25 is not available, then FY 2023-24 shall be considered as preceding Financial Year and relevant documents of <b><u>FY 2022-23, FY 2023-24 and FY 2024-25 shall be provided.</u></b></i></li> <li>2. <i>If audit is not applicable, CA to certify that the vendor is not covered under the Tax Audit as per Income Tax Act, 1961 and rules there too in the respective year/years and the turnover reported in the return of income filed with the Income Tax Department are matching.</i></li> </ol>

## **BQC Notes (Most Important):**

### **Document Uploading:**

1. Bidder shall submit all qualification documents (preferably colour copy) as mentioned above and non-submission of any of the requisite documents shall make the bid liable for rejection. For EOI process, GEL (Est. GEL) at its sole discretion may ask for additional documents from bidders, if required.
2. For Bidder associated with GEL (Est. GEL), Documentary evidence for work completion (i.e. Inspection Release Note / Completion Certificate / Performance Certificate) against Gujarat Energy Limited (Est. Gujarat Gas Ltd.) Purchase Order/ Work order/ contract is not required. However, the same will be verified by GEL (Est. GEL) internally and Technical evaluation will be carried out by GEL (Est. GEL) as per the criteria considering submitted PO/work order/contract.
3. Bidder is suggested to submit the documents which have been already verified by GEL (Est. GEL) appointed consultant in previous tenders. In case of submission of documents which have been not verified by GEL (Est. GEL) appointed consultant in previous tender, bidder is suggested to submit the document for which issuing authority is accessible and responsive.
4. Bidder is suggested to submit the documents in line with BQC requirement only.
5. Bidder is suggested to submit those documents which are sufficient for qualification. Submission of extra documents shall be avoided.
6. Bidder to submit all the supporting documents required for evaluation based on work experience as **approved sub-contractor**. Bidder experience as **approved sub-contractor** will be considered valid only in case of submission of all the required document as per criteria mentioned above.

### **Supporting Document:**

7. Bidder to note following points related to empanelment for above mentioned category
  - a. Bidder to note that minimum technical criteria for qualification for above mentioned category is successful laying, installation and testing of buried hydrocarbon steel pipeline under **single contract/WO/PO for the minimum length of 3 (Three) km of diameter 6" NB & above in last 7 years** to be reckoned from EOI publishing month.
  - b. For empanelment, in addition to point (a) mentioned above, Bidder to submit the supporting documents against technical criteria for successful laying, installation and testing of buried hydrocarbon steel pipeline under single contract/WO/PO for the **highest length of diameter 6" NB & above in last 7 years** to be reckoned from EOI publishing month.
  - c. Post empanelment, bidder qualification for a particular steel pipeline project shall be considered based on bidder's experience (technical data) and financial data i.e. based on highest pipeline length successfully completed, highest annual turnover among the three preceding audited FY, working capital of last audited FY and positive net worth of last audited FY. For same, bidder to refer below for further details;

Consideration of experience data (Technical Data) for empanelment and eligibility

    - If a bidder has experience of (X) km length (Single Contract basis), bidder's empanelment will be for proposed project of upto (2X) km length.

Consideration of financial data for empanelment and eligibility

    - If bidder has max. Turn Over of Rs. (Y) for any of the three preceding audited FY, bidder's empanelment will be for proposed project value up to Rs. (2Y).
    - If bidder has working capital of Rs. (Z) for last audited FY, bidder's empanelment will be for proposed project value up to Rs. (10Z).
    - Bidder's empanelment and eligibility for a particular steel pipeline project shall be considered based on proposed project value calculated above **based on max. Turn Over of the three preceding audited FY and working capital of last audited FY, whichever is lower.**

d. Bidder to refer below illustration for reference

<b>Bidder</b>	<b>Bidder's Experience (Technical Data)</b>	<b>Bidder's Financial data</b>	<b>Bidder Qualification Status</b>	<b>Bidder Empanelled for</b>
Bidder A	Length < 3 km	Max. Turn Over of any of three preceding audited FY < Rs. 1 Crore Or Working Capital of last audited FY < Rs. 25 Lakh Or Net worth of last audited FY - Negative	Not Qualified	NIL
Bidder B	Length = 3 km	Max. Turn Over of any of three preceding audited FY ≥ Rs. 1 Crore And Working Capital of last audited FY ≥ Rs. 25 Lakh And Net worth of last audited FY - Positive	Qualified	ARC for Project length up to 5 km And Individual project of length up to 6 km
Bidder C	Length = (X) km, Where (X) ≥ 3 km and experience of highest length in case of more than one experience.	Max. Turn Over of any of three preceding audited FY – Rs. (Y) And Working Capital of last audited FY – Rs. (Z) And Net worth of last audited FY - Positive	Qualified	ARC for Project length up to 5 km And Individual project of length up to 2(X) km and project value as lower of Rs. 2(Y) and Rs. 10(Z).

8. In case where Bidder has submitted supporting documents showing experience for work done on cumulative bases as multiple steel pipeline sections/projects against single CONTRACT / Rate Contract / PO / WO then Highest pipeline length successfully completed (Laying, installation & Testing) in single steel pipeline project / section will be considered for evaluation against technical qualification criteria.
9. All Bidders (GEL (Est. GGL) associated as well as non-associated): Bidder shall submit contact details of document issuing authority/end client with minimum information like person Name & Designation, Office address, Email address, Contact Number etc. for bid document verification.

## DOCUMENT CHECKLIST FOR BIDDERS

**Checklist for BQC (Only for bidders' reference, criteria and supporting document for evaluation shall be considered as per above table):**

Sr. No.	Supporting Documents to be submitted	Submitted in Technical Bid (Yes/ No)
<b>Technical Criteria A1 Check list</b>		
1	<b>Bidders not associated with GEL (Est. GGL)</b> shall submit the Purchase order/ Work order/ Contract issued by Oil and/or Gas Company or City Gas Distribution Company (End Client) as per qualification criteria.	
2	<b>Bidders not associated with GEL (Est. GGL)</b> shall submit the Work Completion Certificate reflecting quantity (pipeline length with size and material) for the submitted Purchase order/ Work order/ Contract issued by Oil and/or Gas Company or City Gas Distribution Company (End Client) as per qualification criteria.	
3	<b>Bidders associated with GEL (Est. GGL)</b> (existing and previously) shall submit the Purchase order/ Work order/ Contract for fulfillment of technical qualification criteria.	
4	<b>In case Bidder intends to get evaluated based on work done as Approved Sub-contractor</b> , bidder shall submit Purchase order/ Work order/ Contract issued by main contractor as per qualification criteria.	
5	<b>In case Bidder intends to get evaluated based on work done as Approved Sub-contractor</b> , bidder shall submit sub-contract approval granted by Oil and/or Gas Company or City Gas Distribution Company (End Client) as per qualification criteria.	
6	<b>In case Bidder intends to get evaluated based on work done as Approved Sub-contractor</b> , bidder shall submit Satisfactory work completion certificate for the submitted Purchase order/ Work order/ Contract issued by Oil and/or Gas Company or City Gas Distribution Company (End Client) as per qualification criteria.	
<b>Financial Criteria- B1 Check list</b>		
1	<b>All Bidders (GEL (Est. GGL) associated as well as non-associated):</b> CA certificate with UDIN number confirming annual Turnover, Working Capital and Net worth from Audited Balance Sheets for FY 23-24, FY 24-25 and FY 25-26 OR FY 22-23, FY 23-24 and FY 24-25.	
<b>Others</b>		
1	<b>All Bidders (GEL (Est. GGL) associated as well as non-associated):</b> Bidder shall submit contact details (other than GGL) of document issuing authority with minimum as below <ol style="list-style-type: none"> <li>1. Name &amp; Designation</li> <li>2. Office address</li> <li>3. Email address</li> <li>4. Contact Number</li> </ol>	