



Request for Proposal

No.: GERMI/SRW/SERVICES/2015/014

Gujarat Energy Research
and Management Institute
(GERMI)

Request for Proposal for selection of
Structural Engineer for designing the
Module Mounting Structure for Canal Top
Solar PV project

Issued On:

16.11.2015

Last date for Submission of Proposal:

27.11.2015

Address:

**1st Floor, Energy Building, PDPU Campus,
Raisan, Gandhinagar 382 007, Gujarat, INDIA**

Phone: **(+91) (79) 2327 5361**

Fax: **(+91) (79) 2327 5380**

Email: **information@germi.org**

Request for Proposals

Gujarat Energy Research and Management Institute (GERMI), is undertaking a few projects for design and development of megawatt size solar power plants. As part of one of its projects related to Canal Top, we are looking forward to select one consultant providing Structural/Civil Engineering services.

Sealed bids are invited through this Request for Proposal No. GERMI/SRW/SERVICES/2015/014 dated 16 November 2015 from all organizations/individuals working as consultants with considerable structural engineering background in designing module mounting structures.

The RFP Document can be downloaded from GERMI website <http://germi.org/tenders.html>. All relevant documents along with the RFP Document is required to be submitted in physical form to GERMI office on or **before 27 November 2015 by 1600 Hrs.**

GERMI reserves the right to reject any or all offers without assigning any reasons thereof.

Sd/-
Prof. (Dr.) T. Harinarayana
Director, GERMI

Table of Contents

1	Important Dates and Amounts	4
1.1	Important Dates	4
1.2	Important Amounts	4
2	Introduction	5
2.1	Gujarat Energy Research and Management Institute	5
2.2	About the project and the location.....	5
3	Instruction to Bidders	6
3.1	General.....	6
3.2	Eligibility	6
3.3	Earnest Money Deposit.....	7
3.4	Bid Deadline	7
3.5	Submission of the Bid.....	7
3.6	Financial Bid	8
3.7	Bid Opening and Evaluation.....	8
3.8	Right to Accept or Reject Any or All Bids	8
3.9	Negotiations with Bidders.....	8
3.10	Award of Contract.....	9
4	Scope of Work and Location	10
4.1	Site details.....	10
4.2	Scope of work.....	10
4.3	Completion Period	10
5	General Terms and Conditions.....	11
5.1	Consultant and its team	11
5.2	Insurances	11
5.3	Reimbursements	11
5.4	Payment Terms	11
5.5	Confidentiality.....	11
5.6	Intellectual Property	12
5.7	Assignment.....	12
5.8	Indemnity	12
5.9	Cancellation/ Termination	12
5.10	Governing Law	13
5.11	Penalty	13
5.12	Other general terms.....	13
	Annexure 1: Format of Covering Letter for Submission of Bid	14
	Annexure 2: Format of Financial Bid for Structural/Civil Consultant	16
	Annexure 3: List of Similar Projects	17

1 Important Dates and Amounts

1.1 Important Dates

- a. Date of floating of RFP : 16 November, 2015
- b. Last date for requesting clarification pertaining to this RFP : 20 November, 2015; 1700 Hrs IST
- c. Last date of submission of Bid : 27 November, 2015; 1600 Hrs IST
- d. Date of Opening of Technical Bid : 27 November, 2015; 1630 Hrs IST
- e. Date of Opening of Financial Bid : 27 November, 2015; 1730 Hrs IST

1.2 Important Amounts

- a. Cost of Purchase of RFP : Nil
- b. Earnest Money Deposit (EMD) : INR Rs. 4,000.00 through DD

2 Introduction

2.1 Gujarat Energy Research and Management Institute

Gujarat Energy Research and Management Institute (GERMI), an ISO 9001: 2008 certified institute, is a Centre for Excellence in industry learning, research & development and education. It is set up to develop human resource assets to cater to both renewable and non-renewable energy sectors, improve knowledge base of policy makers and technologists, and provide a competitive edge to leaders to compete in the global arena. GERMI was brought into existence and is promoted by Gujarat State Petroleum Corporation Limited (GSPC), a Government of Gujarat Undertaking.

GERMI has already established specialized research, education, management and training institutes, and is continually expanding its horizons to cater to the allied energy sectors. GERMI is a registered Society and a Trust under the Societies Registration Act, 1860 and the Bombay Public Trust Act, 1950. GERMI is a recognized Scientific and Industrial Research Organization (SIRO) by the Department of Scientific and Industrial Research (DSIR), Government of India.

GERMI solar and renewable energy mandates include:

- Techno-commercial/ regulatory advisory and support at various levels to governments to undertake renewable energy programmes and projects;
- Techno-commercial support to both private and government undertakings for establishing solar and allied renewable power and manufacturing projects;
- Fundamental and applied research in the field of energy ranging from functional materials and devices to commercial-scale project performance including auditing;
- Both vocational and professional training along with allied activities to proliferate the trainings by providing institutional support.

2.2 About the project and the location

GERMI is continuously working towards development of Solar Power plants in Gujarat as part of its mandate and therefore receive technical consultancy assignments from the Government and various other organisations or companies working towards the same goal.

GERMI has currently received a project on Canal Top Solar PV plant in Nagpur, Maharashtra. These projects at the initial stage require services related to Civil/Structural engineering for development of design or drawings.

Gujarat Energy Research & Management Institute (GERMI or “Client”) is engaged in design and execution of utility scale solar PV power plant projects in the state of Gujarat, under different capacities. Current RFP is for hiring competent structural consultant for one of the design engineering tasks to prepare detailed structural design for module mounting structure of Canal Top Solar PV plant.

Detailed financial offers are invited from interested and eligible engineers to be hired as “Consultant” to undertake design tasks.

3 Instruction to Bidders

3.1 General

- 3.1.1 The Bidder shall bear all costs associated with the preparation and submission of the Bid and GERMI shall, in no case be responsible or liable for these costs regardless the conduct or outcome of the bidding and contracting process. The Bidder is expected to examine all instructions, forms, terms and conditions in the Bid carefully.
- 3.1.2 GERMI reserves the right to cancel any or all the Bids as per its discretion without assigning and giving any reason thereof. GERMI also reserves the right to rescind the process of this RFP at any time before placement of the order for the said Scope of Work herein.
- 3.1.3 The Bidder shall prepare the Bid based on the information furnished and terms and conditions provided in the RFP.
- 3.1.4 The Bid shall also contain all the information asked in this RFP with supportive data wherever necessary.
- 3.1.5 Failure to furnish all information required by the RFP or submission of a Bid not substantially responsive to the RFP will be at the Bidder's risk and may result in rejection of the Bid.
- 3.1.6 Failure to comply with all amounts and timeline indicated in this RFP shall automatically make the Bid liable for rejection.
- 3.1.7 The Bid submitted is to be signed by a person who is a duly authorized representative of the Bidding organization.
- 3.1.8 This RFP is non-transferable. Each bidder shall submit only one Bid by itself.
- 3.1.9 At any time prior to the deadline for submission of Bids, for any reason, whether at its sole initiative or any response to a clarification requested by a Bidder, GERMI may modify the RFP by amendment(s) thereto. The amendment(s) will be notified publically and/ or in writing to all prospective Bidders.
- 3.1.10 The prospective Bidder requiring any clarification shall write to GERMI on or before the last date for such clarification as indicated in Clause above so as to ensure timely response by GERMI and timely submission of the Bids.
- 3.1.11 Bid Validity: The Bids shall be kept valid for at least for One Hundred and Eighty (180) days from the last date of submission of Bid. A Bid with validity for a shorter period than the above may be rejected by GERMI. If required, GERMI may solicit the Bidder's consent to an extension of the period of Bid validity.
- 3.1.12 Deviations: No deviations shall be taken by the Bidder to the RFP especially with regard to the Scope of Work and the terms and conditions. Bids with any deviation are liable to be summarily rejected.
- 3.1.13 Language of correspondence and Bid: The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged between the Bidder and GERMI shall be written in English language only.
- 3.1.14 For any clarification emails can be sent to **Mr. Ashish Jasani**, Civil Engineer, Solar Wing, GERMI (Ashish.j@germi.res.in).

3.2 Eligibility

- 3.2.1 Bidders demonstrating at least five (05) years of experience in designing of Infrastructure projects / Module Mounting Structures shall qualify to Bid for this RFP. Please provide details of the job undertaken with certificate from client.
- 3.2.2 The bidder should be entitled as licensed structural engineer from competent institute of repute (i.e. Government body, Institute of Engineers India or equivalent)
- 3.2.3 The bidder should have participated in at least three projects for state government / central government companies (to be supported with certificate of completion from respective authority).

- 3.2.4 Licensed engineer should have turnover of Rs. 20 lacs/annum during the the last three consecutive years. Individual chartered/licensed engineer or firms can also participate in the bid, provided they meet the eligibility criteria.

3.3 Earnest Money Deposit

- 3.3.1 Bidder shall be required to submit Earnest Money Deposit (EMD) of the amount mentioned in clause 1.2b in the form of a Demand Draft in favour of Gujarat Energy Research and Management Institute payable at Gandhinagar, valid for a period of ninety (90) days from the last date of submission of Bid.
- 3.3.2 The EMD shall be from any Nationalised bank in India.
- 3.3.3 GERMI shall not be liable to pay any interest on the Ernest Deposit Money made and the same shall be interest free.
- 3.3.4 The EMD of all the bidders shall be returned once the Successful Evaluated Bidder accepts the LoA issued.
- 3.3.5 The EMD of Successful Evaluated Bidder can be forfeited if it delays to accept the LoA within the stipulated period, and the contract shall be allotted to next best/lowest quoted bidder.

3.4 Bid Deadline

- 3.4.1 Any Bid received by GERMI after the last date for submission of Bid as indicated in Clause 1.1c shall be summarily rejected. GERMI shall not be responsible for any delay in submission of the Bid whether caused by the Bidder or/and other third party.
- 3.4.2 Any change in the last date for submission of the Bid shall be intimated to the Bidders accordingly.

3.5 Submission of the Bid

- 3.5.1 The Bid prepared by the Bidder shall be submitted in one envelope comprising of:
Envelope-1 shall comprise of Technical Bid.
Envelope-2 shall comprise of the duly filled-up Financial Bid.
- 3.5.2 Envelope-1 (Technical Bid) shall contain the following details and documents:
- Technical Proposal: Covering letter for submission of Bid with confirmation that the Bidder has completely understood the RFP and agrees to all the provisions in the RFP as per the format given in Annexure 1: Format of Covering Letter for Submission of Bid.
 - List of Similar Projects carried out by the Bidder as per the format given in Annexure 3: List of Similar Projects. The Bidder shall annexe a letter of award for such projects; certificate of satisfactory completion of the projects (if available) or status of the projects.
 - Curriculum Vitae of the qualified manpower that will be directly involved in the Project.
 - Any other related document.
- 3.5.3 Envelope-2 (Financial Bid) shall contain only the duly filled up, signed and stamped Financial Bid as per format enclosed in Annexure 2: Format of Financial Bid for Structural/Civil Consultant.
- 3.5.4 Envelope-1 and Envelope-2, containing the above information shall be sealed individually and labelled clearly on top of the envelopes as follows:
- “Envelope-1: Technical Bid for selection of Civil/Structural Consultant for Solar Power Projects of GERMI”
 - “Envelope-2: Financial Bid for selection of Civil/Structural Consultant for Solar Power Projects of GERMI”

- 3.5.5 All the above envelopes shall be placed in a general sealed envelope
“Bid for selection of Civil/Structural Consultant or Electrical Consultant for Solar Power Projects of GERMI”
- 3.5.6 All envelopes shall clearly indicate the name and address of the Bidder.
- 3.5.7 All Bids shall be addressed to:
The Director
Gujarat Energy Research and Management Institute
1st Floor, Energy Building
Pandit Deendayal Petroleum University Campus
Gandhinagar, Gujarat 382 007, INDIA
- 3.5.8 All pages of the Bid submitted including this RFP shall be duly signed and sealed by the Bidder as a mark of acceptance of all terms and conditions and should be properly numbered.

3.6 Financial Bid

- 3.6.1 The price quoted by the Bidder shall be all inclusive considering the total Scope of Work as indicated in the RFP.
- 3.6.2 Bid price shall be quoted in Indian Rupee only.
- 3.6.3 The Financial Bid shall be inclusive of all taxes and duties.
- 3.6.4 The price quoted in Indian Rupees shall be written both in words and figures and in case of any discrepancy between the two, prices in words shall be valid and binding.
- 3.6.5 Offer must indicate man-day charges for visits to project site separately and should absorb up to 2 visits.
- 3.6.6 Validity of the price given in financial bid shall be for 6 months from the date of issuance of Work order.

3.7 Bid Opening and Evaluation

- 3.7.1 The Bidding Committee of GERMI will open Envelope-1 (Technical Bid) in the presence of the Bidders or of their representatives who choose to attend the opening, on the last date for submission of bid at GERMI.
- 3.7.2 If required, GERMI may ask for any information or clarification while evaluating their Technical Bid.
- 3.7.3 Any Bidder who has not complied with the condition of this RFP shall be liable for rejection.
- 3.7.4 The evaluation shall be made Upon evaluation of the Technical Bids, Envelope-2 (Financial Bid) of only the technically qualified Bidders will be opened.
- 3.7.5 The Successful Evaluated Bidder shall be the technically qualified bidder with the lowest Bid Price.

3.8 Right to Accept or Reject Any or All Bids

- 3.8.1 GERMI is not bound to accept the lowest or any bid and may at any time by notice in writing to the Bidders terminate the bidding process.
- 3.8.2 GERMI may terminate the contract if it is found that the Consultant is blacklisted on previous occasions by the any of the Departments/ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings, etc.

3.9 Negotiations with Bidders

- 3.9.1 The selection of Contractors for negotiations could be held up to L2 bidders. In cases where the L1 bidder refuses to further reduce his offered price and the L2 bidder come forward to offer a price which is better than the price offered by L1 bidder, then that bidder will be

considered as L1 bidder. However, in such a situation, the original L1 bidder shall be given one more opportunity to match the discovered price. In case of acceptance, it would be treated as the L1 bidder.

- 3.9.2 The Bidder is not allowed to revise the price, before opening of the Financial Bid, once it is submitted to GERMI.
- 3.9.3 The work as a whole will be allotted in a single part to the bidder who is finally evaluated as L1, however, the decision of Director GERMI shall be final in this regard.

3.10 Award of Contract

- 3.10.1 GERMI shall award the contract to the Successful Evaluated Bidder whose Bid has been found to be responsive and who is eligible and qualified to perform the Scope of Work satisfactorily as per the terms and conditions incorporated in the RFP.
- 3.10.2 GERMI shall intimate Successful Evaluated Bidder for commencement of work through a Letter of Award (LoA).

4 Scope of Work and Location

4.1 Site details

- a. Location: In Nagpur District
- b. Canal Length: Approx. 1 KM
- c. Canal Width: 32 Mtr
- d. Canal Depth: 5 Mtr + Free board.
- e. Wind Speed: 150 kmph.

4.2 Scope of work

- 4.2.1 The Consultant shall have to design the Module Mounting Structures (MMS) for lined Canal Top Solar PV project.
- 4.2.2 The MMS shall comprise of Super Structures and Foundations.
- 4.2.3 The Consultant is required to design and optimise Module Mounting structure (Foundation and Superstructure) for each of the below mentioned conditions:
 - a. East-West orientation with both ends fixed and without intermediate supports.
 - b. East-West orientation with both ends fixed and with intermediate supports.
 - c. North-South orientation with both ends fixed and without intermediate supports.
 - d. North-South orientation with both ends fixed and with intermediate supports.
 - e. For cantilever condition for any one orientation i.e. North- South or East-West.
- 4.2.4 The bidder shall run multiple design iterations and work out the cost of each of the iterations.
- 4.2.5 The final proposed designs have to be justified based on comparative analysis of all the iterations worked out by the bidder along with their cost.
- 4.2.6 Work shall therefore mainly include the following:
 - a. Selection of suitable foundation methodology
For example: Suggestion regarding implementation of pile foundation/ ramming/ etc. has to be made by Bidder.
 - b. Carrying out design calculations,
 - c. Preparing drawings including upto 3 revisions,
 - d. Providing specifications of material for final proposed design,
 - e. Providing bill of quantity for final proposed design and
 - f. Providing estimated cost of MMS for final proposed design.
- 4.2.7 The following details will be provided by GERMI to the Bidder upon award of the assignment to work out cost-optimized designs:
 - a. Actual site parameters
 - b. Details of modules (Dimensions and Weight)
 - c. Pitch

Note: During calculation of the cost of MMS, only latest schedule of rates of the CPWD is to be considered for calculation.

4.3 Completion Period

- 4.3.1 The entire scope of Work should be completed within a period of 1 (one) month from the date of acceptance of work order by the Consultant or from the date intimated by GERMI to start the work.

5 General Terms and Conditions

5.1 Consultant and its team

- 5.1.1 The Consultant can be an individual or a group of people working as a team.
- 5.1.2 In case of a team the Bidder shall nominate a person as the “Technical Expert” with minimum seven (07) years of experience in relevant area of the Scope of Work of this RFP. The Curriculum Vitae of the Technical Expert should be included in the Bid.
- 5.1.3 The Consultant’s Team shall be approved by GERMI. Further, the Consultant shall not change any team member from its team without prior approval from GERMI.

5.2 Insurances

- 5.2.1 The responsibility of all types of applicable and required insurance coverage for the Bidder’s personnel, material, equipment, etc. deployed for the scope of services shall rest with the Bidder and in no way GERMI shall be responsible for any liability or damages, whatsoever.

5.3 Reimbursements

- 5.3.1 GERMI shall reimburse the cost of only one (01) member of the Consultant’s Team for its travel, stay and food for each site visit at actual or shall arrange the same for the Consultant at its own cost.
- 5.3.2 All standards for travel, stay, food, etc. of the Consultant shall be as per appropriate standards and decisions taken by GERMI from time to time without providing any justification thereof.
- 5.3.3 GERMI shall not reimburse any cost involving travel to GERMI, Gandhinagar for discussions.

5.4 Payment Terms

- 5.4.1 Payments shall be made to the Consultant on completion of each milestone se below.
 - a. Upon submission of first design draft/ site visit 30%
 - b. Upon submission of final draft report 50%
 - c. Upon final acceptance of report by the client 20%
- 5.4.2 The appropriate person in GERMI shall first verify the invoice and in case of any discrepancy has the rights to ask justifications from the Consultant.
- 5.4.3 This representative shall also have right to restrict the payment of the Consultant to a particular amount and deduct penalty from the invoice, if any, for that particular month.
- 5.4.4 Payments shall be made to the Consultant within twenty (20) days of receipt of Invoice through cheques.

5.5 Confidentiality

- 5.5.1 All reports, drawings, diagrams, designs, specifications, material lists, flow sheets, patterns and other documents collected / prepared in connection with the services hereunder shall at all stages be termed as Confidential Information and remain the property of GERMI and while in the custody of the Consultant shall be fully available to GERMI and its duly authorized representatives.
- 5.5.2 Similarly, all the drawings, designs, calculations, specifications, lists, photographs etc. pertaining to the project, furnished by the Consultant shall also be a part of the Confidential Information and be the properties of GERMI and shall be delivered to GERMI on completion of the work.

- 5.5.3 On completion of the assignment, all Confidential Information shall be handed over by the Consultant to GERMI.
- 5.5.4 The Consultant/ Bidder shall hold in confidence this assignment and all activities relating to the Project and all documents and other information whether technical or commercial which is of a confidential nature supplied by or on behalf of GERMI relating to the design, construction, insurance, operation, maintenance, management and financing of the Project and shall not, save as required by law or appropriate Competent Authorities disclose the same to any third party without any written approval from GERMI.
- 5.5.5 Literature, drawings, reports, instruction manuals etc. of different manufacturers, suppliers, bidders and other Confidential Information, which are made available to the Consultant shall be used exclusively for the project activities only and shall not be used for any other purpose. The same shall also be carefully preserved by the Consultant till the completion of the project and returned to GERMI in good condition, prior to closing of the contract.
- 5.5.6 The Consultant shall not mention the name of our client in any of its communications or documents without prior permission of the GERMI.

5.6 Intellectual Property

- 5.6.1 Any and all works of authorship, inventions, discoveries, processes, machines, manufactures, compositions of matter, formulas, techniques, computer programs, systems, software, source code, firmware, object code, hardware systems, mask works, trade secrets, proprietary information, schematics, flow charts, databases, customer lists, marketing plans, product plans, business strategies, financial information, forecasts, trademarks, service marks, brand names, trade names, compilations, documents, data, notes, reports, findings, recommendations, designs, drawings, sketches, notebooks, ideas, concepts, technical data and/or training materials, and improvements to or derivatives from any of the above, whether or not patentable, or subject to copyright or trademark or trade secret protection, shall be collectively termed as "Intellectual Property."
- 5.6.2 All Intellectual Property arising out of the Consultant's services towards fulfilling the Scope of Work and the rights thereto ("Intellectual Property Rights") free and clear of any encumbrance, shall be owned by GERMI.

5.7 Assignment

- 5.7.1 This being a consultancy assignment, considering expertise, experience and resourcefulness of the Consultant, all the services for the comprehensive project consultancy shall be provided by the Project Consultant.
- 5.7.2 The rights and liabilities of the Consultant shall not be assigned or transferred by them.
- 5.7.3 However, if it is decided that the project shall be executed by other agency/organization, GERMI shall have rights to assign this order to the other agency.

5.8 Indemnity

- 5.8.1 The Bidder shall indemnify GERMI in respect of all claims, damages or injury or damage to any representative of Bidder and/ or property assigned to this Project.

5.9 Cancellation/ Termination

- 5.9.1 GERMI at its discretion reserves the right to cancel/ terminate the contract partly or wholly or reduce the Scope of Work, at its discretion, by giving ten (10) days notice without assigning reasons during the tenure of the Contract, which shall be binding to the Consultant and the

Consultant shall be paid fees only for the actual work carried out based on discussion, agreements, justification, documents, etc.

- 5.9.2 Whereas, against scope reduction, if any, the justified reduction in contract price shall be bided, discussed and agreed and accordingly contract price shall be amended.

5.10 Governing Law

- 5.10.1 The Order shall be governed by the Law of India. The Gandhinagar/ Ahmedabad courts shall be the exclusive jurisdiction.
- 5.10.2 In case of the arbitration, the place of Arbitration shall be Gandhinagar/ Ahmedabad.

5.11 Penalty

- 5.11.1 The Consultant shall have to carry out the design development work within the time duration given in clause 4.3.
- 5.11.2 In case of delay in execution of work, a penalty of 1% shall be charged on that particular work pr week upto a maximum of 5%.

5.12 Other general terms

- 5.12.1 If in case the consultant shall have to carry out the site visit before preparing drawings, GERMI shall intimate the same. For site visits, GERMI shall make all the arrangements related to travelling, lodging, boarding food etc. or GERMI shall reimburse the expenditure on actual.
- 5.12.2 The Consultant shall submit its price as per the table given in financial bid.
- 5.12.3 The price given in financial bid shall be final and there shall be no deviation from that during the execution of the work. That price shall include the cost of work at least up to three revisions in drawings.
- 5.12.4 For unforeseen design tasks, cost of the assignment shall be decided based on mutual agreement with client and revisions in drawing for more than three times shall be payable on pro rata basis.
- 5.12.5 Revision in part of the design shall not be treated as new design. Only complete change or alteration in the design shall be treated as new design and the same can be treated as "Out of Scope".
- 5.12.6 Consultant has to provide 1 Soft copy (PDF, STAAD, Autocad) and 3 sets of Hard copy of the Designs, Drawings, BOQs ,Specifications and all related documents with his/her approval along with signature and stamp.
- 5.12.7 Total liability on the design and review part is of the Consultant.
- 5.12.8 No deviation from the terms and conditions is allowed.

Annexure 1: Format of Covering Letter for Submission of Bid

[Covering Letter shall be on the official letterhead of the Bidder.]

[Reference No.]

From:

[Address of the Consultant]

[Telephone No., Fax No., Email]

[Date]

To:

The Director

Gujarat Energy Research and Management Institute

1st, Floor Energy Building

Pandit Deendayal Petroleum University Campus

Gandhinagar, Gujarat 382 007

INDIA

Sub: Bid for Structural/Civil Consultancy for GERMI's Canal Top Solar Power Project at Nagpur

Ref. No.: GERMI RFP Document No. GERMI/SRW/SERVICES/2015/014

Dear Sir,

I, [Name of Authorized Representative], the authorized representative of [Name of Company], having read, examined and understood in detail the RFP for selection of Consultant for Structural/Civil work of Nagpur Canal Top Solar Power Project of GERMI.

We give our unconditional and irrevocable acceptance to the RFP including but not limited to all its instructions, terms and conditions, and formats attached thereto, issued by GERMI, as amended. In token of our acceptance to the RFP, the same have been initialled by us and enclosed to the Bid. We accept that all decisions made by GERMI in respect of any matter regarding or arising out of the RFP shall be binding on us. We hereby expressly waive any and all claims in respect of the Bid process.

We undertake that we fulfil the requirement enabling us to become eligible for bidding for the RFP. We also provide our unconditional consent to GERMI's any decision regarding our disqualification based on our eligibility without GERMI assigning any reasons for disqualification thereof.

We have enclosed the requisite Earnest Money Deposit of Rupees as per the provisions of the RFP in the form of Demand Draft No. [Demand Draft No. here] from [Bank name] dated [date].

We confirm that there have no litigations or disputes against us, which materially affect our ability to fulfil our obligations with regard to fulfilling our obligations as per the RFP. We also confirm that we are not blacklisted by any company, private or government.

The information submitted in our Bid is complete, strictly as per the requirements stipulated in the RFP and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid.

We confirm that all the prices, terms and conditions, etc. of our Bid are valid for acceptance for a period of 6 (six) months from the Bid Submission Deadline.

Sign and Stamp

Details of the contact person representing our organization for the Bid process are as follows:

Name :
Designation :
Organization :
Address :
.....
.....
Mobile :
Phone :
Fax :
Email :

All the necessary submissions are attached herein as per the formats and methods specified in this RFP as indicated in the attached Bid Submission Checklist.

Dated the [day of the month] day of [month, year] at [place].

Thanking you,

Sincerely yours,

Name, Sign., Designation.....

Stamp

Annexure 2: Format of Financial Bid for Structural/Civil Consultant

[Covering Letter shall be on the official letterhead of the Bidder.]

[Reference No.]

From:

[Address of the Lead Consortium Member]

[Telephone No., Fax No., Email]

[Date]

To:

The Director

Gujarat Energy Research and Management Institute

1st Floor, Energy Building,

Pandit Deendayal Petroleum University Campus,

Gandhinagar, Gujarat 382 007

INDIA

Sub: Financial Bid for selection of Structural/Civil Consultant for GERMI's Canal Top Solar Power Project at Nagpur

Ref: GERMI RFP Document No. GERMI/SRW/SERVICES/2015/014

Dear Sir,

I, [Name of Authorized Representative], the authorized representative of..... [Name of Company], having read, examined and understood in detail the RFP for selection of Consultant for Solar Power Projects of GERMI, hereby submit our Financial Bid as follows:

Sr.	Item Description	Number	Rate	Tax	Total
1		3			
TOTAL (In Numbers):					
Total (In Words):					
Man-day cost per site visit:					

Dated the [day of the month] day of [month, year] at [place].

Thanking you,

Sincerely yours,

[signature & stamp]

[name]

[designation]

Sign and Stamp

Annexure 3: List of Similar Projects

Sr. No.	Details of Client	Brief Description of the Overall Project	Scope of Work of Consultant	Work Order attached?	Completion Certificate attached?
1.	[Name] [Contact Person] [Designation] [Phone, Email]			Yes/No	Yes/No
2.					
3.					

Notes:

1. Description of Project can be included in a separate attachment. Please note that the scope of work of the Consultant should be clearly highlighted to be considered as experience during evaluation of this RFP.
2. It is mandatory to attach Work Order if particular project experience is to be considered during evaluation of this RFP.
3. Attachment of Completion Certificate is optional, but desirable.
4. The Bidder may highlight at least three (3) projects with no limit on the maximum number of projects.