



Request for Proposal

No.: GERMI/EEERW/2016/008

Gujarat Energy Research
and Management Institute
(GERMI)

Request for Proposal for selection as a
contractor to develop basic infrastructure
for a lab and office space at Ground floor,
GERMI building, Gandhinagar

Issued On:

01.02.2016

Last date for Submission of Proposal:

15.02.2016

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 carrying out research and various other activities in the areas of Environment protection and energy efficiency. Looking at the increasing quantum of work as well as employees in Environment wing of GERMI, need is felt to develop a separate lab and office space for Env. Wing temporarily till the new building is constructed for GERMI. With this it has been decided to utilise the ground floor space available at current GERMI building located at PDPU Campus, Raisan, Gandhinagar for development of Env. Wing.

Sealed proposals are invited through this Request for Proposal No. GERMI/EEERW/2016/008 dated 01 February 2016 from all organizations/individuals working as contractors with considerable experience in developing temporary office 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 15 February 2016 by 1530 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	Proposal Submission Deadline	7
3.5	Submission of the Proposal.....	7
3.6	Financial Proposal	8
3.7	Proposal 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	Scope of Work	10
4.2	Site details.....	11
4.3	Completion Period	11
5	General Terms and Conditions	12
5.1	Contractor and its team	12
5.2	Safety and Labour Laws.....	12
5.3	Insurances	12
5.4	Payment Terms	12
5.5	Bank Guarantee	13
5.6	Assignment.....	13
5.7	Indemnity.....	13
5.8	Cancellation/ Termination	13
5.9	Governing Law	13
5.10	Penalty	13
5.11	Other general terms.....	14
	Annexure 1: Format of Covering Letter for Submission of Proposal	15
	Annexure 2: Format of Financial Proposal.....	17
	Annexure 3: List of Similar Projects	18
	Annexure 4: Design of the area for Scope of Work	19
	Annexure 5: Design of the area for Scope of Work	20

1 Important Dates and Amounts

1.1 Important Dates

- a. Date of floating of RFP : 01 February, 2016
- b. Last date for requesting clarification pertaining to this RFP : 11 February, 2016; 1600 Hrs IST
- c. Last date of submission of Bid : 15 February, 2016; 1530 Hrs IST
- d. Date of Opening of Technical Proposal : 15 February, 2016; 1630 Hrs IST
- e. Date of Opening of Financial Proposal : 15 February, 2016; 1730 Hrs IST

1.2 Important Amounts

- a. Cost of Purchase of RFP : Nil
- b. Earnest Money Deposit (EMD) : INR Rs. 8,000.00 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' Environment Research Wing mandates include:

- Fundamental and applied research related to Environmental Technologies for Water & Waste Water Treatment, Air pollution, Municipal & Hazardous Solid Waste Management and Reuse - Recycling of Water.
- Conversion of Waste to Energy.
- Monitoring, Control and Mapping of Gaseous Emissions - Ambient and Source.
- Contaminated site remediation and preventive practices for petroleum sectors
- Mitigation and Adaptation measures in areas impacted due to Climate Change related to Petroleum Sectors.
- Environmental software services.
- Conducting short & middle term online/training programs leading to Certificate or Diploma.

2.2 About the project and the location

Environment and Energy Efficiency Research Wing of GERMI is continuously working towards development of clean and energy efficient 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.

It is also carrying out lot of research work in environment science and energy efficiency. These increasing works require now more space to accommodate all the basic requirements to carry out all the activities and thus, a separate space for Env't. Wing has become essential to be developed. Since there is some time in development of a separate campus for GERMI, it is proposed to utilise the empty space available at ground floor of current GERMI building situated at the campus of Pandit Deendayal Petroleum University (PDPU), Raisan, Gandhiangar, Gujarat – 382007, India.

Detailed proposals are invited from interested and eligible contractors to undertake the basic infrastructure development work.

3 Instruction to Bidders

3.1 General

- 3.1.1 The Bidder shall bear all costs associated with the preparation and submission of the Proposal 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 RfP carefully.
- 3.1.2 GERMI reserves the right to cancel any or all the Proposals received in response to RfP as per its discretion without assigning and giving any reason thereof at any stage of bidding process. 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 Proposal based on the information furnished and terms and conditions provided in the RfP.
- 3.1.4 The Proposal 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 Proposal not substantially responsive to the RfP will be at the Bidder's risk and may result in rejection of the Proposal.
- 3.1.6 Failure to comply with all amounts and timeline indicated in this RfP shall automatically make the Proposal liable for rejection.
- 3.1.7 The Proposal 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 Proposal by itself.
- 3.1.9 At any time prior to the deadline for submission of Proposals, 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 the 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 Proposals.
- 3.1.11 Proposal Validity: The Proposal shall be kept valid for at least One Hundred and Eighty (180) days from the last date of submission of Proposal. A Proposal 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 Proposal 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. Proposals with any deviation are liable to be summarily rejected.
- 3.1.13 Language of correspondence and Proposal: The Proposal prepared by the Bidder and all correspondence and documents relating to the RfP exchanged between the Bidder and GERMI shall be written in English language only.
- 3.1.14 For any clarification emails can be sent to **Ms. Madhu Choudhary**, Dy. Manager (Commercial), GERMI at madhu.c@germi.res.in.

3.2 Eligibility

- 3.2.1 Bidders demonstrating at least four to five (04 - 05) years of experience in working or supplying interior structural development projects / products shall qualify to submit Proposal for this RFP. Please provide details of the job undertaken with certificate or orders received from clients.

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 Proposal.
- 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 Earnest 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 work order issued.
- 3.3.5 The EMD of Successful Evaluated Bidder can be forfeited if it delays to accept the work order within the stipulated period, and the contract shall be allotted to next best/lowest quoted Bidder.

3.4 Proposal Submission Deadline

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

3.5 Submission of the Proposal

- 3.5.1 The Proposal prepared by the Bidder shall be submitted in one envelope comprising of:
Envelope-1 shall comprise of Technical Proposal.
Envelope-2 shall comprise of the duly filled-up Financial Proposal on the letter head of the Contractor.
- 3.5.2 Envelope-1 (Technical Proposal) shall contain the following details and documents:
 - a. Technical Proposal: Covering letter for submission of Proposal 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
 - b. List of Similar Projects carried out by the Bidder as per the format given in Annexure 3: List of Similar Projects. The Bidder shall annex a letter of award/work order or any other certificate for such projects received from clients.
 - c. Any other related document.
- 3.5.3 Envelope-2 (Financial Proposal) shall contain only the duly filled up, signed and stamped Financial Proposal as per format enclosed in Annexure 2: Format of Financial Contractor.
- 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:
 - a) "Envelope-1: Technical Proposal for selection of Contractor for setting up Lab and office internal structure at ground floor of GERMI building"
 - b) "Envelope-2: Financial Proposal for selection of Contractor for setting up Lab and office internal structure at ground floor of GERMI building"
- 3.5.5 All the above envelopes shall be placed in a general sealed envelope "Proposal for selection of Contractor for setting up Lab and office internal structure at ground floor of GERMI building through tender no. GERMI/EEERW/2016/008".
- 3.5.6 All envelopes shall clearly indicate the name and address of the Bidder.
- 3.5.7 All Proposals 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 Proposal 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 Proposal

- 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 Quoted price should be in Indian Rupee only.
- 3.6.3 The Financial Proposal 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 Not used
- 3.6.6 Validity of the price given in financial proposal shall be for 6 months from the date of issuance of Work order.

3.7 Proposal Opening and Evaluation

- 3.7.1 The Bidding Committee of GERMI will open Envelope-1 (Technical Proposal) in the presence of the Bidders or of their representatives who choose to attend the opening, on the last date for submission of proposal at GERMI.
- 3.7.2 If required, GERMI may ask for any information or clarification while evaluating their Technical Proposal.
- 3.7.3 Any Bidder who has not complied with the condition of this RFP shall be liable for rejection.
- 3.7.4 After evaluation of the Technical Proposals, Financial proposals of only the technically qualified Bidders will be opened.
- 3.7.5 The Successful Evaluated Bidder shall be the Bidder who has qualified technically and has quoted 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 Contractor 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 Proposal, 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 Work Order.

4 Scope of Work and Location

4.1 Scope of Work

- 4.1.1 The scope of work required to be carried out by the Contractor shall mainly include following important things:
- Supply of required material
 - Installation of material so supplied at the site
- 4.1.2 The Contractor may deliver 50% of material at Site first and start the installation work. Simultaneously carry out the manufacturing of rest of the 50% material at its factory and install the same later at site. Or it can deliver entire 100 % material first at site and start the installation work later.

The exact detailed specification of material and scope is detailed below:

Sr. No.	Particulars	Description
1.	Work	Prefabricated materials are required to be mounted on readymade concrete floor / pillars in an existing building on ground floor. The components finalised as per the design shall be fabricated at factory and then same shall be brought to site for installation/assembly.
2.	Size of shelters	Size of shelters should be as per the design enclosed next in this RfP.
3.	M.S. Structure	The supported M.S. structure like column, portal truss, tie member etc. shall be made out with suitable size rolled/tube/folded sections. The structure shall be painted with one coat of red oxide as primer and two coats of good quality oil paint.
4.	Wall	The insulated walls shall be made of Sandwich panels. The sandwich panels shall be made out of 0.35 mm thick Pre coated steel sheet on both side of PUF (Polyurethane foam). The total thickness of panel shall be 40 mm. The panels shall be joined together by tongue and groove method.
5.	PVC False Ceiling	The false ceiling shall be made out with extruded PVC section. The section shall be 250 mm wide and 6 mm thick. The section shall be joined together by tongue and groove method. The suspended grid work shall be made out of Aluminium hollow rectangular tube 50 x 25 mm or other suitable sections. At corner of wall to ceiling are covered with PVC angle fixed with suitable size screw etc. The PVC material shall be as per IS: 10151:1982. The false ceiling shall be provided as provided in the drawing.
6.	Door	The door frame shall be made out with Extruded Aluminium section. The shutter shall be made out with Aluminium section with Half glazing as shown in the drawing. The door shutter shall be provided with 1 no. aldrops at outside, 1 no. tower bolts at the centre inside and handles shall be provided on both the sides. The size of door shall be as per the drawing.
7.	Window	One no. fixed glass type window shall be made out with extruded Aluminium sections. The window frame shall be fixed to panels. Clear glass sheet of 4 mm thick should be provided in a window.
Things that GERMI shall provide		
1.	Roof	The contractor will be provided with an already existing roof
2.	Plinth and	Plinth and flooring is already done as the building is utilised full time

	flooring	
3.	Sanitation and Plumbing	This is not included in contractors scope of work and if required, GERMI shall do the same separately
4.	Electrification	This is also not included in the scope of Contractor
5.	Furniture or platform	Not in contractor's scope of work

4.2 Site details

- 4.2.1 Ground Floor, GERMI Building, PDPU Campus, Raisan, Gandhinagar, Gujarat - 382007
- 4.2.2 The final design of the area is provided in Annexure 4.

4.3 Completion Period

- 4.3.1 The entire scope of Work should be completed within a period of three (03) months from the date of acceptance of work order by the Contractor or from the date intimated by GERMI to start the work.

5 General Terms and Conditions

5.1 Contractor and its team

- 5.1.1 Contractor shall mean any person/ persons/ firm/ company etc. to whom work has been awarded and whose bid has been accepted by GERMI and shall include its authorised representatives, successors and permitted assignees.
- 5.1.2 The Contractor can be an individual or a company working in this area.

5.2 Safety and Labour Laws

- 5.2.1 The Contractor shall comply with the provision of all laws including Labour Laws, rules, regulations and notifications issued thereunder from time to time. All safety and labour laws enforced by statutory agencies shall be applicable in the performance of this contract and the Contractor shall abide by these laws.
- 5.2.2 The Contractor shall take all measures necessary or proper steps to protect its personnel, work and facilities and shall observe all reasonable safety rules and instructions. No smoking shall be permitted within or outside GERMI premises and welding jobs will be carried out with full safety precautions.
- 5.2.3 Contractor shall report as soon as possible any evidence which may indicate or is likely to lead to an abnormal or dangerous situation and shall take all necessary emergency control steps to avoid such abnormal situations.

5.3 Insurances

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

5.4 Payment Terms

- 5.4.1 Payments shall be made to the Contractor on completion of each milestone as given below.
- | | | |
|----|---|-----|
| a. | Mobility advance for procurement of materials against Bank guarantee | 20% |
| b. | Upon delivery of all 100% material at GERMI site or After completion of 50% material delivery and 50% installation work | 30% |
| c. | Upon completion of entire scope of work and receiving satisfactory completion certificate from GERMI | 50% |
- 5.4.2 The Contractor shall have to submit an invoice to GERMI representative after completion of each milestone.
- 5.4.3 The Contractor must note 30% of advance payment shall be made against Bank Guarantee of an
- 5.4.4 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.
- 5.4.5 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.
- 5.4.6 Payments shall be made to the Consultant within twenty five (25) days of receipt of Invoice through cheques.

5.5 Bank Guarantee

- 5.5.1 The Contractor should provide an unconditional and irrevocable Advance payment bank guarantee of the amount equivalent to the advance payment made by GERMI as per the format given in Annexure 5: Format of advance payment bank Guarantee, within a period of 7 (seven) days from the date of issuance of work order.
- 5.5.2 The validity of the advance payment bank guarantee shall be for a period 3 (three) months.
- 5.5.3 The advance payment bank guarantee can be forfeited if the Contractor is not able to deliver the materials at Site within a desired period i.e. atleast two months from the date of work order or intimation received from GERMI to start the manufacturing of material.
- 5.5.4 Once all the material is delivered to site to the satisfaction of GERMI, the advance payment bank guarantee shall be returned to the Contractor.

5.6 Assignment

- 5.6.1 This being a specific assignment, considering expertise, experience and resourcefulness of the Contractor, all the services for the comprehensive scope of work shall be provided by the Contractor only.
- 5.6.2 The rights and liabilities of the Contractor shall not be assigned or transferred by them.
- 5.6.3 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.

5.7 Indemnity

- 5.7.1 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.

5.8 Cancellation/ Termination

- 5.8.1 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 Contractor and the Contractor shall be paid fees only for the actual work carried out based on discussion, agreements, justification, documents, etc.
- 5.8.2 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.

5.9 Governing Law

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

5.10 Penalty

- 5.10.1 The Consultant shall have to strictly follow the time schedule provided for completion of work. If there is any discrepancy in the same due o the negligence of Contractor a penalty of 1% shall be charged on that particular work per week upto a maximum of 5%.
- 5.10.2 However, if the delay is due o GERMI's side, may be due to not obtaining sufficient permissions from the authority for carrying out a particular work, there shall not be any penalty charged to the Contractor and the time duration for completing the work shall be extended by that delayed time.

5.11 Other general terms

- 5.11.1 The Consultant shall submit its price as per the table given in financial bid.
- 5.11.2 The price given in financial bid shall be final and there shall be no deviation from that during the execution of the work. If the installation work is not done as per GERMI's specifications or guidelines, Contractor shall improve the same without any additional cost to GERMI.
- 5.11.3 No deviation from the terms and conditions is allowed.
- 5.11.4 The Contractor shall allow one of the GERMI's representatives to visit its factory to exactly take a look at the quality, colour and design of material to be manufactured for GERMI, if GERMI desires to do so.
- 5.11.5 One of the GERMI's employees shall be allocated as a point of contact for this work and he/she shall be in continuous contact with the Contractor during the actual execution of the work. He/she shall also supervise the Contractor's work.

Annexure 1: Format of Covering Letter for Submission of Proposal

[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: Proposal for selection as a Contractor to develop basic infrastructure for a lab and office space at Ground floor, GERMI building, Gandhinagar

Ref. No.: GERMI RFP Document No. GERMI/EEERW/2016/008

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 selection as a contractor to develop basic infrastructure for a lab and office space at Ground floor, GERMI building, Gandhinagar.

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 Proposal 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 Proposal.

Sign and Stamp

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

Details of the contact person representing our organization for the Proposal 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.

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 Proposal

[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 as a contractor to develop basic infrastructure for a lab and office space at Ground floor, GERMI building, Gandhinagar

Ref: GERMI RFP Document No. GERMI/EEERW/2016/008

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 Contractor for GERMI, hereby submit our Financial Bid as follows:

Sr.	Item Description	Rate	Tax	Total
1				
TOTAL F.O.R. site				
Freight, if any				
TOTAL (In Numbers):				
Total (In Words):				

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

Thanking you,

Sincerely yours,

[signature & stamp]

[name]

[designation]

Sign and Stamp

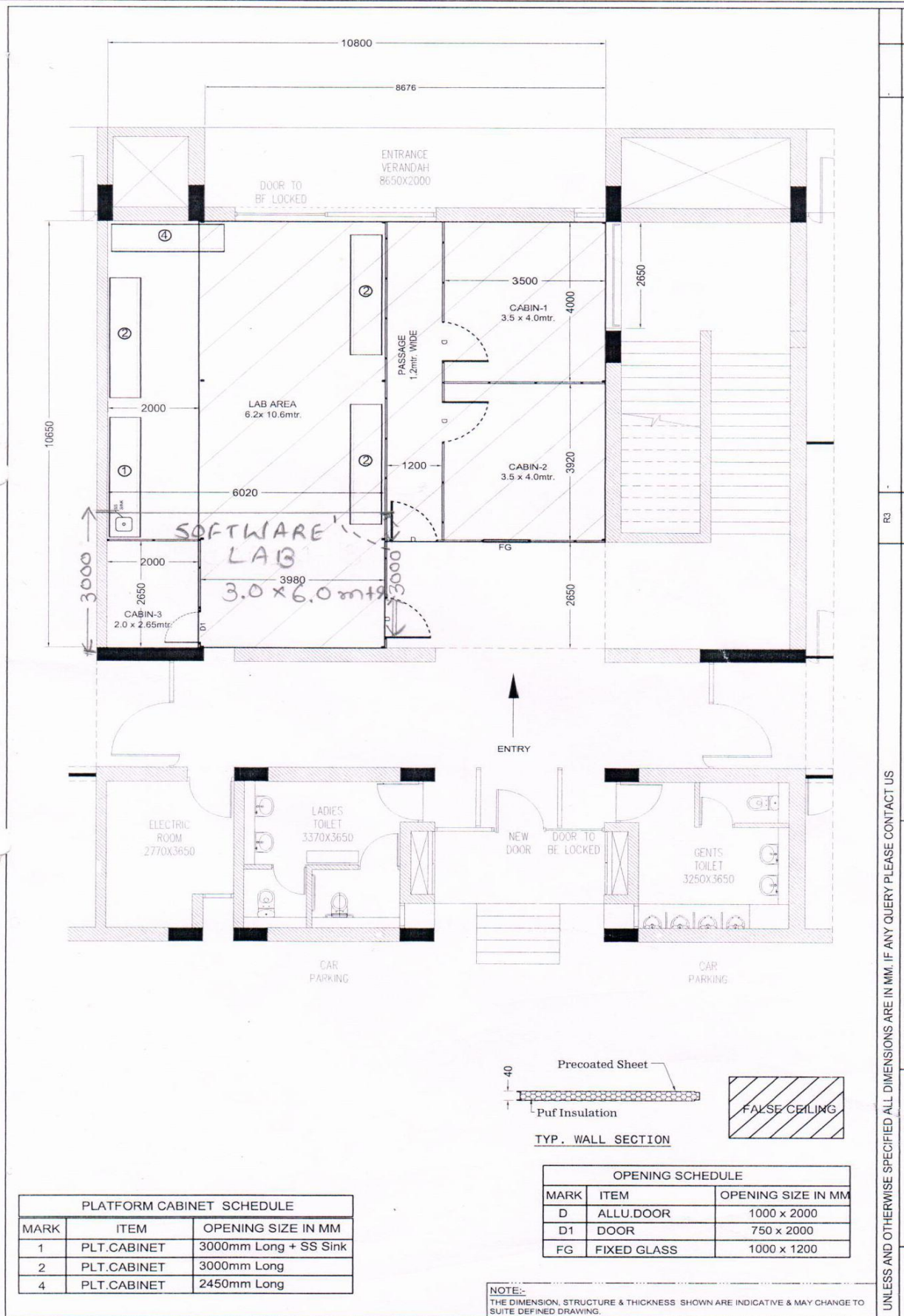
Annexure 3: List of Similar Projects

Sr. No.	Details of Client	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. Please note that the scope of work of the Contractor 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.

Annexure 4: Design of the area for Scope of Work



Annexure 5: Design of the area for Scope of Work

Ref.: _____ Advance Payment Guarantee No: _____

Date: _____

To,

The Director

Gujarat Energy Research and Management Institute (GERMI)

1st Floor, Energy Building

Pandit Deendayal Petroleum University Campus, Raisan

Gandhinagar 382 007, Gujarat, INDIA

Sub.: Advance Payment Bank Guarantee

In consideration of Gujarat Energy Research and Management Institute (GERMI) having its office at 1st Floor, Energy Building, Pandit Deendayal Petroleum University Campus, Raisan, Gandhinagar 382 007, Gujarat, hereinafter called the "GERMI" (which expression shall include its successors in business and assigns thereof) having awarded the Work Order No. _____ dated _____ to _____ a partnership firm/Sole Proprietor/a Company registered under the Companies Act,1956, having its office at _____,

hereinafter called the "Contractor" (which expression shall include its successors in business and assigns thereof) for the Scope of Work mentioned in the RFP Document and any alterations/ amendments made in the same before the date of submission of Proposal for selection as a contractor to develop basic infrastructure for a lab and office space at Ground floor, GERMI building, Gandhinagar and having agreed to pay the Contractor as and by way of advance up to a sum of Rupees _____ being 20% of the Work Order Price.

We, _____ Bank, hereinafter referred to as "the Bank", do at the request and on behalf of the Contractor hereby unconditionally and unequivocally agree to pay to GERMI without any demur on first demand an amount not exceeding Rs. _____ (in words) against any loss or damage, costs, to or suffered by GERMI by reason of any breach on the part of the Contractor of any of the terms and conditions of the Work Order or the RfP.

We, _____ Bank, further agree that GERMI shall be the sole judge whether the said Contractor has committed breach of any of the terms and conditions of the Work Order and the extent of loss, damage, cost, charges and expenses suffered or incurred or would be suffered or incurred by GERMI on account thereof and we waive in favour of GERMI all the rights and defences to which we as Guarantors and/or the Contractor may be entitled to.

We, _____ Bank, further agree that the amount demanded by GERMI as such shall be final and binding on the Bank as to the Bank's liability to pay the amount demanded and the Bank undertake to pay GERMI the amount so demanded on first demand without any demur notwithstanding any dispute raised by the Contractor or any suit or other legal proceedings including

Sign and Stamp

arbitration pending before any court, tribunal or arbitrator relating thereto, our liability under this Guarantee being absolute and unconditional.

We, _____ Bank, further agree that the Guarantee herein contained shall remain in full force and continue to have full effect so long as the said amount remains unadjusted.

We, _____ Bank, further agree with GERMI shall have the fullest liberty without any consent and without affecting in any manner our obligations hereunder to vary any of the terms and condition of the said Work Order or to extended time of performance by the Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by GERMI against the Contractor and to forbear to enforce any of the terms and conditions relating to the Work Order and we shall not be relieved from our liability by reason of any such variation or extension being granted to GERMI or for any forbearance, act or omission of the Contractor or any such matter of things, whatsoever which under the law relating to sureties would, but for these provisions, have the effect of relieving us.

We, _____ Bank, hereby lastly undertake not to revoke this guarantee during its currency except with the previous consent of GERMI in writing.

Notwithstanding anything contained herein above:

- i. Our liability under this guarantee shall not exceed Rs. _____ (20% of the Work Order Price),
- ii. This Bank Guarantee shall be valid up to and including _____ (date) _____ (Two months from the date of acceptance of Work Order),
- iii. We the _____ Bank through our local branch office at _____ (Name & Address of the Local Branch) are liable to pay the Guarantee amount or any part thereof under this Bank Guarantee only and only, if you serve upon us a written claim or demand within forty five (45) days from the date of expiry of this Guarantee.

This guarantee shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of "the Contractor" and the Bank, but shall in all respects and/or all purposes be binding and operative on "the Bank" until payment of all moneys payable by "the Contractor" in terms thereof.

IN WITNESS whereof, the _____ Bank, through its authorized Officer, has set its hand and stamp on this _____ day of _____ at _____.

For, _____ Bank,

Signature: _____

Name: _____

Designation: _____

Address & Stamp: _____

Sign and Stamp